



**Learning Support Assistant
Full Time
Maternity Cover
Hatfield Academy**

Recruitment Pack

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A Warm Welcome, from Katy Richards, Hatfield Academy

Dear Candidate,

Thank you for your interest in this role at Hatfield Academy.

Hatfield Academy is part of a wonderful community in Sheffield. We are working really hard to make a real difference to whole families. We are an inclusive school, who believes that working with the whole family is at the heart of ensuring success for our children.

The school is a 2 form entry school with approximately 370 pupils. Hatfield Academy is located in Firth Park. It is close to the M1, Meadowhall and Sheffield City Centre with good transport links.

HATTERS

At Hatfield Academy, the Hatters Code is at the centre of all we do.

H – Honest

A – Active

T - Thoughtful

T - Trustworthy

E - Enthusiastic

R – Responsible

S – Self-confident

If you feel these attributes are part of your values then Hatfield Academy would love to meet you.

Astrea Academy Trust

We value all-round development of the individual, through arts, sports, leadership opportunities, enrichment and community. This is encapsulated in the skills, qualities and personalities we foster in our pupils.

The Astrea Academy Trust logo communicates the values collaboration, development and aspiration. The three figures are coming together in the shape of a tree, which represents growth, whilst the tallest figure reaches upwards, towards a star, which is above and beyond the highest branch of the tree.

Academies, staff and children within the Trust benefit from a strong ethos of support and collaboration across the Astrea family. Teachers within Astrea belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust.

Astrea benefits from the involvement of leading educationalists, including our Professional Adviser Professor John West-Burnham, and strong links to prestigious institutions such as the Institute of Education.



All members of staff are encouraged to use the Astrea Academy Sheffield Nursery for any eligible children in their care. The Nursery and Primary prospectus can be found [here](https://astreasheffield.org/nursery/);

Astrea Academy Trust Ethos

The work of the Astrea Academy Trust is underpinned by five core Value Partners, which are equally applicable to pupils, staff and the work of the Trust itself.

Each pair of Value Partners is accompanied by a call for action in the form of a hashtag, which is used in verbal, digital and hard copy communications.

The Value Partners can be used as a measure of individual, Academy and Trust progress and as a guide to inform the direction of change.

Responsibility and Leadership

Individuals in the Astrea community are accountable for their own decisions and actions and are supported by strong leaders, while trailblazers are encouraged to develop skills and talents in others. The Trust has a strong commitment to developing and nurturing our own leaders. **#4equity**

Enjoyment and Innovation

We know that everyone learns best when they enjoy what they do and can follow their innate desire to achieve. Astrea pushes boundaries so that pioneering ideas are tried and tested so that our academies remain leaders in the advancement of teaching and learning methods. **#go4it**

Aspiration and Development

Every member of the Astrea community, from the youngest pupil to the oldest member of staff, is encouraged to cultivate opportunities to grow. We achieve excellence by being inspired to become the best we can be. The progress and well-being of pupils is our top priority, at the centre of every decision. **#Astreastars**

Collaboration and Inclusion

Astrea honours and applauds the differences that make us unique whilst actively seeking and celebrating the common ground that binds us together as a strong community. We work together in a productive environment where dynamic ideas are shared in partnership, so that every member of the community may thrive **#all4one**

Honesty and Integrity

We are honest and open. Astrea decisions and responses are grounded in time-honoured moral principles that remain constant in the face of challenges and change **#4good**

You can learn more about the Values, and hear from staff and pupils across Astrea Academies, at our website: <https://astreaacademytrust.org/>

Astrea Academy Trust Family

Academies currently within Astrea Academy Trust:

Primary

Website

| | |
|--|---|
| ★ Atlas Primary Academy, Doncaster | http://www.stirling.doncaster.sch.uk/ |
| ★ Byron Wood Academy, Sheffield | https://astreabyronwood.org/ |
| ★ Carrfield Primary Academy, Rotherham | https://www.astreacarrfield.org/ |
| ★ Castle Academy, Doncaster | https://www.astreacastle.org/ |
| ★ Denaby Main Primary Academy, Doncaster | https://www.astreadenabymain.org/ |
| ★ Edenthorpe Hall Academy, Doncaster | https://astreaedenthorpehall.org/ |
| ★ Gooseacre Primary Academy, Rotherham | https://www.astreagooseacre.org/ |
| ★ Greengate Lane Academy, Sheffield | https://www.astreagreengatelande.org/ |
| ★ Hartley Brook Primary Academy, Sheffield | https://www.astreahartleybrook.org/ |
| ★ Hatfield Primary Academy, Sheffield | https://www.astreahatfield.org/ |
| ★ Hexthorpe Primary Academy, Doncaster | https://www.astreahexthorpe.org/ |
| ★ Highgate Primary Academy, Rotherham | https://www.astreahighgate.org/ |
| ★ Hillside Academy, Doncaster | https://astreahillside.org/ |
| ★ Intake Primary Academy, Doncaster | https://www.astreaintake.org/ |
| ★ Kingfisher Primary Academy, Doncaster | https://www.astrea-kingfisher.org/ |
| ★ Lower Meadow Primary Academy, Sheffield | https://www.astrealowermeadow.org/ |
| ★ The Hill Primary Academy, Rotherham | https://www.astreathehill.org/ |
| ★ Waverley Primary Academy, Doncaster | https://www.astreawaverley.org/ |

Secondary

| | |
|---|---|
| ★ Astrea Academy Woodfields, Doncaster | http://astreawoodfields.uk/ |
| ★ Cottenham Village College, Cambridgeshire | https://www.astreacottenham.org/ |
| ★ Ernulf Academy, Cambridgeshire | http://www.ernulf.cambs.sch.uk/ |
| ★ Longsands Academy, Cambridgeshire | http://www.longsands.cambs.sch.uk/ |
| ★ Netherwood Academy, Barnsley | https://astreanetherwood.org/ |

Special School

| | |
|-------------------------------------|---|
| ★ The Centre School, Cambridgeshire | https://www.astreacentreschool.org/ |
|-------------------------------------|---|

All-through

★ Astrea Academy Sheffield, Sheffield

<https://astreasheffield.org/>

Job Description

| | |
|-----------------------------------|---|
| Position: | Speech & Language Learning Support Assistant |
| Salary Range: | NJC Grade 02 – Scale 3-4 (£18,562 – £18,933) |
| Contract Type: | Fixed Term – Maternity Cover |
| Reporting to: | Assistant Principal - Inclusion |
| Location of this position: | Hatfield Academy |

Purpose

- Work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes
- Enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.
- Work may be carried out in the classroom or outside the main teaching area.

Key Accountabilities

- To aid pupils to learn as effectively as possible both in group situations and independently by, for example:
Liaising with class teacher, SENCO and other professionals about individual support plans (ISPs), contributing to the planning and delivery as appropriate
- Consistently and effectively implementing agreed behaviour management strategies
- Helping to make appropriate resources to support identified pupils
- To undertake lunchtime duties on a contracted regular basis.

Key Responsibilities

SUPPORT FOR PUPILS

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence

- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher

SUPPORT FOR THE TEACHER

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils achievement, progress, problems etc.
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin. support e.g. photocopying, typing, filing, money, administer coursework etc.

SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, early years recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use

SUPPORT FOR THE SCHOOL

General

All Hatfield Academy employees are required to:

- 3.1 Abide by the Health & Safety at Work Act.
- 3.2 Attend training as required.
- 3.3. Assisting with taking pupils on educational visits

- 3.3 Respect confidentiality, applying to all areas.
- 3.4 Work within School and the Trust policies and procedures.
- 3.5 Participate and contribute to team meetings.
- 3.6 Co-operate and liaise with departmental colleagues.
- 3.7 Remain flexible and work in any phase as specified by the leadership team.

All Hatfield Academy employees are expected to:

- Demonstrate a commitment to their own development, to take advantage of education and training opportunities and develop their own competence.
- Support and encourage harmonious internal and external working relationships.
- Make a positive contribution to raising the profile of the School.

This Job Description is not exhaustive.

It will be subject to periodic review and may be amended following discussion between the post-holder and employer.

| | |
|-----------------|-------|
| Applicants Name | _____ |
| Date | _____ |
| Leadership | _____ |
| Date | _____ |

The Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Principal.

Person Specification

This part will allow you to understand who we are looking for within this role and the skills knowledge or experience that we would expect.

| | ESSENTIAL | DESIRABLE |
|--|-----------|-----------|
| EXPERIENCE | | |
| Experience of working within a primary school | * | |
| Experience of working with Key Stage 2 Children (7-11 years) | | * |
| Experience of working with children with additional needs | | * |
| QUALIFICATIONS | | |
| A recognised teaching assistant qualification | * | |
| Paediatric First Aid Training Qualification | | * |
| SEND training | | * |
| SKILLS & KNOWLEDGE | | |
| Knowledge of and ability to implement effective systems and practices to promote good behaviour and develop a positive ethos | * | |
| Knowledge of National Curriculum | * | |
| Knowledge of observing, monitoring, assessment, recording and reporting of pupils' progress | * | |
| Knowledge of the Early Years Development Matters | * | |
| Ability to work on own initiative and prioritise work to given deadlines | * | |
| Excellent written and oral communication skills | * | |
| Commitment to the safeguarding and promotion of the welfare of young people | * | |
| Ability to maintain appropriate relationships with staff and students | * | |
| Ability to deal appropriately with a range of sensitive issues | * | |
| OTHER | | |
| Ability to work accurately and methodically under pressure | * | |
| Ability to respect and maintain confidentiality | * | |
| Ability to work individually and as part of a team | * | |
| A willingness to take part in training and development opportunities as required | * | |
| Have a commitment to making education in the academy relevant to a learner's life beyond school | * | |
| Knowledge of safeguarding and/or safeguarding trained | * | |

Child Safeguarding Policy

The Trust is committed to Safeguarding and Promoting the Welfare of all its pupils. Each student's welfare is of paramount importance. We recognise that some children *may* be especially vulnerable to abuse e.g. those with Special Educational Needs, those living in adverse circumstances.

We recognise that children who are abused or neglected may find it difficult to develop a sense of self-worth and to view the world in a positive way. Whilst at the Academies, their behaviour may be challenging. We will always take a considered and sensitive approach in order that we can support all our pupils.

The Trust's Child Safeguarding Policy applies to all adults, including volunteers, working in or on behalf of the Trust.

Everyone in the education service shares an objective to help keep children and young people safe by contributing to:

- Providing a safe environment for children and young people to learn in education settings; and
- Identifying children and young people who are suffering or likely to suffer significant harm, and taking appropriate action with the aim of making sure they are kept safe both at home and in the education setting'

Keeping Children Safe in Education 2016

The Trust pays full regard to 'Keeping Children Safe in Education' guidance 2016. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust who is likely to be perceived by the children as a safe and trustworthy adult including e.g. volunteers and staff employed by contractors. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check.

Please visit <https://astreaacademytrust.org/about-us/statutory-documents/> for the full policy as well as other Astrea Academy Trust policies.

Explanatory Notes

Applications will only be accepted from candidates completing the Trust's Application Form. Please complete ALL sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will **not** be accepted in place of a completed Application Form.

Safeguarding Children and Young People

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced check.

- Candidates should be aware that all posts in Astrea Academy Trust involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
- Accordingly, this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.
- If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offence, including those related to children or young people (whether disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
- Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may be answered not applicable where it is appropriate; if your duties have not brought you into contact with children or young people for instance.

Interview Process

After the closing date, short listing will be conducted by a Panel. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name

- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary, photocopies or certified copies are **not** sufficient.

We will seek references on shortlisted candidates for Trust based positions and may approach previous employers for information to verify experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidate's ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional Offer: Pre-Employment Checks

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS Check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period (where relevant)
- Where the successful candidate has worked, or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

How can I Apply?

This is an exciting and very rewarding role and we look forward to receiving your application.

Please complete and send the Application Form and Equal Opportunities Monitoring Form which are available together with this document to the below contact;

Name: Katy Richards

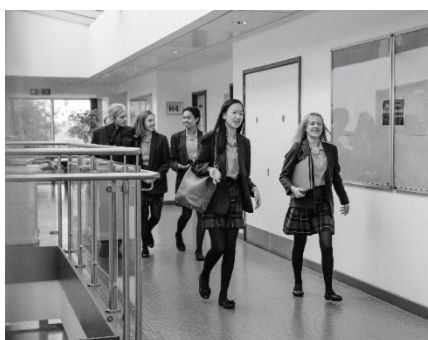
Position: Principal

Contact: katy.richards@astreahatfield.org / 0114 2456871

The Application Process

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided. If you do not hear from us within 14 days of the closing date of this position, unfortunately you have been unsuccessful on this occasion.

The information supplied in your application, as well as any supporting documents provided at the application or interview stage, will be used as part of the Astrea Academy Trusts Recruitment and Selection Process. All information is stored securely and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of



interview.

Astrea Academy Trust pays full regard to 'Keeping Children Safe in Education' guidance 2016. We ensure that all appropriate measures are applied in relation to everyone who works for the Trust. Safer recruitment practice includes scrutinising applicants, verifying identity and academic or vocational qualifications, obtaining professional and character references, checking previous employment history and ensuring that a candidate has the health and physical capacity for the job. It also includes undertaking interviews and an Enhanced DBS check. Please visit <https://astreacademytrust.org/about-us/statutory-documents/> for the full policy. The information supplied in your application, as well as any supporting documents provided at the application or interview stage, will be used as part of the Astrea Academy Trusts Recruitment and Selection Process. All information is stored securely and all data submitted by unsuccessful candidates will be destroyed responsibly after 6 months from the date of interview.