

# Application Pack

## SEND Learning Support Assistant Childwall Sports & Science Academy

<b>Start Date:</b>	<b>As soon as possible</b>
<b>Closing Date:</b>	<b>8:00pm, Wednesday 15 January 2025</b>
<b>Shortlisting:</b>	<b>Thursday 16 January 2025</b>
<b>Proposed Interview Date:</b>	<b>Tuesday 21 January 2025</b>
<b>Post Scale:</b>	<b>NJC SCP 3</b>
<b>Salary:</b>	<b>£24,027 FTE. Pro rata salary £20,850</b>
<b>Contract Term</b>	<b>Full Time/Term Time plus INSET Days Permanent</b>

### HOW TO APPLY

To submit your application please use **TES Quick Apply**



LYDIATE  
LEARNING  
TRUST

ENGAGE, ENABLE,  
EMPOWER

*We engage with all within our Trust and beyond to enable them to show the world their particular strengths, their ideas and their passion”.*

## We do this by...

- 1) Empowering individuals through learning;
- 2) Fostering a “can-do” attitude that leads to continuous improvement;
- 3) Producing confident young adults with high levels of perseverance, proficiency and integrity;
- 4) Encouraging families and our schools to work together to support student learning;
- 5) Providing a happy, safe, supportive environment where students can learn effectively;
- 6) Developing the whole child with a comprehensive offer of wider curriculum;
- 7) Engaging with our students to inspire, contribute and care;
- 8) Developing leadership at all levels for students, staff, governors and our communities;
- 9) Promoting an enterprise culture that creates close working partnerships with business and wider partners;
- 10) Committing to having honest conversations about our strengths and our opportunities for growth.

## Our Values

Our values guide the decisions we make every day.

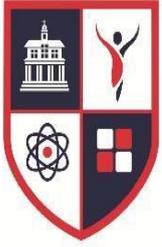
- **RESPECT FOR OTHERS** - Show respect for and value all individuals for their diverse backgrounds, experiences, styles, approaches, ideas and beliefs.
- **TRUST** - We build trust through responsible actions and honesty.
- **PERSONAL ACCOUNTABILITY** - Take personal accountability for behaviour, actions, words and results.
- **SOLUTION FOCUSED** - Focus on finding solutions and achieving great things.
- **CAN DO ATTITUDE** - Adopt a determined attitude and work hard to get the job done.
- **COLLABORATION** - We achieve more when we work together, support each other and collaborate.
- **COMMITMENT TO SELF AND OTHERS** - Personal commitment to success and wellbeing of others in your class or team.
- **RESILIENCE** - We strive harder and are more determined to overcome challenges.
- **PRIDE** - Be proud of being part of Team Lydiate, celebrating your own and others' success.
- **COMMUNICATION** - Communicate effectively and listen to one another for understanding and compassion.

## We Offer

At Lydiate Learning Trust we believe in recruiting talented, capable people and developing them to fulfil their career ambitions so that we Engage, Enable and Empower our young people. We offer:

- ❖ A future vision map and professional development
- ❖ A highly competitive salary
- ❖ A staff development programme and appropriate CPDL
- ❖ Excellent occupational health and employer assistance programme
- ❖ Cycle and Technical salary sacrifice scheme
- ❖ Family friendly policies
- ❖ Union recognition
- ❖ A friendly Trust which looks after the wellbeing of its staff
- ❖ Coaching (internal and external to the Trust)
- ❖ A high quality and supportive onboarding programme
- ❖ A modern and relevant approach to appraisal
- ❖ Annual Flu Jobs
- ❖ An excellent Pension Scheme
- ❖ Personal recognition and reward

# Welcome



**CHILDWALL**  
SPORTS &  
SCIENCE ACADEMY

LYDIATE  
LEARNING TRUST

Dear Candidate,

Thank you for your interest in the position of SEND Learning Support Assistant. This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. We hope it answers all of your initial questions, but if not, please do not hesitate to contact us and we will endeavour to help you through your application.

Childwall Sports & Science Academy is a vibrant, ambitious and multi-cultural school. Our ambition is to be 'outstanding' in all areas and welcome your application to be part of that journey.

Alongside, and no less important, is our excellent performance. We work hard to ensure that Childwall offers a friendly, welcoming and enriching environment for all, including those who work, visit and study here.

Whilst we are proud of our achievements, we strive to improve year on year whilst maintaining the happy atmosphere for which we are renowned. We match our goals by the whole school community working together as a team.

Our people are at the heart of our success. We have developed a strong culture of collaboration and best practice, with professional development and career planning at its centre. We invest in our staff with support, coaching, mentoring, and a wide range of top-quality training programmes delivered at every level to senior leadership.

If you feel you are up to the challenge, keen to do well and would enjoy working at Childwall Sports & Science Academy, then please apply.

We do hope you are that special person we are looking for and we look forward to hearing from you.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'J E Vincent'.

**Ms J E Vincent**  
**Headteacher**  
**Childwall Sports & Science Academy**

A handwritten signature in black ink, appearing to read 'A Stahler'.

**Mrs A Stahler**  
**Chief Executive Officer**  
**Lydiate Learning Trust**



## Equal Opportunities

LLT is an equal opportunities employer. The aim of our policy is to ensure that no job applicant or employee receives less favourable treatment on the grounds of sex, sexual orientation, marital status, race, religion, colour, nationality, ethnic or national origins or disability or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

To assist us in monitoring the operation of our equal opportunities policy, and for no other reason, please ensure you complete an [equal opportunities monitoring form](#) which can be found on our Careers Homepage.

## Safeguarding & Enhanced DBS Checks

The Lydiate Learning Trust is strongly committed to Safeguarding and promoting the welfare of students and expect staff to share this commitment and maintain a vigilant and safe environment. All posts are subject to an enhanced DBS check. All staff will be expected to follow the school's child protection policy, code of conduct for adults and managing allegations against staff procedures.

## Job Description – SEND Learning Support Assistant

<b>Reporting to</b>	SENCO
<b>Salary Scale</b>	NJC SCP 3
<b>Working Time</b>	Full Time/Permanent/Term Time Only plus 5 INSET days
<b>Main Duties &amp; Responsibilities</b>	<ul style="list-style-type: none"> <li>• To maintain a good level of communication within SEND team.</li> <li>• To work 1:1, in small groups and in classes with identified SEND students.</li> <li>• Implement planned learning activities, numeracy and literacy interventions for students, adjusting activities according to student's responses and teacher consultation as appropriate.</li> <li>• Promote positive student behaviour and role model effective communication skills and behaviour.</li> <li>• Promote literacy and numeracy and develop a love of learning.</li> <li>• To complete reflection paperwork on student progress.</li> <li>• Use Synergy to monitor and record student activities as appropriate writing records and reports as required.</li> <li>• To attend weekly pastoral and teaching and learning briefings.</li> <li>• Liaise with other staff and provide information about student as appropriate to ensure attendance at intervention.</li> <li>• To supervise students at break-times and lunchtimes as per rota.</li> <li>• To complete pupil profile documents and review pupil progress.</li> <li>• To record SEND interventions on Synergy.</li> <li>• To contribute to the SEND School Improvement Plan.</li> <li>• To maintain a professional environment, supporting students with learning and behavior.</li> <li>• To offer at least one extracurricular activity per week.</li> <li>• To run group sessions for vulnerable pupils.</li> <li>• To monitor the impact of interventions and report half termly.</li> <li>• To engage in relevant SEND CPDL.</li> </ul>
<b>General Duties</b>	<ul style="list-style-type: none"> <li>• Be aware of and support difference to ensure the student has equal access to opportunities to learn and develop.</li> <li>• To understand and apply Academy policies in relation to health, safety and welfare.</li> <li>• Attend relevant training and take responsibility for own development.</li> <li>• To respect confidentiality at all times.</li> <li>• To engage in the appraisal process, taking personal responsibility for identification of learning development and CPDL in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy.</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</li> </ul>

The above requirements are specific to the role and complement the current duties for this position. It is current at the date shown, but following consultation with you, may be changed to reflect or anticipate changes in the job that are commensurate with the salary and job title.

## Person Specification – SEND Learning Support Assistant

<b>Personal Qualities</b>	
• Experience of supporting and working with students with Autism/ASC	E
• A good general education including at least GCSE (or equivalent) in English and Maths.	E
• Ability to promote a positive ethos and role model positive attributes	E
• Experience of working as a KS4 Learning Support Assistant within a school or educational setting	D
• A high degree of computer literacy, particularly in Microsoft Office packages	E
• Very strong organisational and administrative skills.	E
• Interpersonal skills – the ability to build and maintain effective professional relationships.	E
• Highly developed communication and liaison skills	E
• Close attention to detail combined with the ability to work accurately even when under pressure.	E
• A high level of personal initiative.	E
• A responsive and flexible attitude to changing needs and demands.	E
<b>Must be able to demonstrate</b>	
• High expectations of all students; respect for their social, cultural, linguistic, religious and ethnic backgrounds; and commitment to raising their educational achievements	E
• Ability to build and maintain successful relationships with students, treat them consistently, with respect and consideration, and demonstrate concern for their development as learners	E
• Ability to work collaboratively with colleagues, and carry out role effectively, knowing when to seek help and advice	E
• Able to liaise sensitively and effectively with parents and carers, recognising role in students' learning	E
• Able to improve their own practice through observations, evaluation and discussion with colleagues	E
<b>Confidential References</b>	
• Positive recommendation from all referees, including current employer.	E
<b>Enhanced DBS</b>	
Satisfactory DBS check	E