



# **Information Pack for Applicants**

**Learning Support Assistant – Level 1**

**Part time, 32.5 hours per week**

**November 2021**

**City of London Academy Highgate Hill**



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# Letter from City of London Academies Trust CEO



City of London Academies Trust  
Guildhall, PO Box 270  
London EC2P 2EJ  
020 7332 1432  
enquiries@cola.org.uk  
www.cola.org.uk

Dear Applicant,

I am delighted that you have chosen to apply for a post with the City of London Academies Trust.

COLAT is driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve. Combining the heritage and traditions of the City of London Corporation with an innovative and enterprising approach to teaching and learning, we aim to ensure that every one of our schools can be judged as 'outstanding' within three years of joining our Trust.

Our expectations are high for both our students and our staff. Our 'Foundations of Excellence', which run through all Trust schools, have been the framework for our sector-leading success so far. These core principles have led to the City of London and COLAT being recognised as the best performing academy chain for progress and attainment of disadvantaged children for two years in a row in The Sutton Trust's annual report, 'Chain Effects' (2016 and 2017). This fuels our determination to continue to develop the work we do, while remaining focused on the ambitions for our schools and making a significant difference to children's lives.

In striving for excellence in all aspects of our work, we are acutely aware that this will only be achieved through hard-working and motivated staff. We therefore ensure that we invest in our people, allowing them to grow and achieve their career goals within the Trust or beyond. We are committed to providing first-rate training and development opportunities to all our staff, in addition to excellent career advancement opportunities within our growing Trust. In the classroom, we expect the kind of exemplary behaviour that allows our staff to generate exceptional learning outcomes for our children. Being sponsored by the City of London Corporation also means our staff benefit by having access to a huge range of resources, events and exciting learning opportunities that other Trusts are simply not able to offer.

We are always looking for like-minded individuals to join us on our journey. Making the choice to work for COLAT means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your specific talents whatever they may be. We look forward to receiving your application.

Yours faithfully,

**Mark Emmerson**  
**Chief Executive Officer**

VAT Reg: 280 4820 09  
Company Reg: 04504128  
The City of London Academies Trust is part of the City of London Corporation



## Letter from the Principal



City of London Academy Highgate Hill  
Holland Walk, Duncombe Road  
Archway, London, N19 3EU  
T: 020 7281 3536  
[enquiries@highgatehill.cola.org.uk](mailto:enquiries@highgatehill.cola.org.uk)

Dear Applicant,

Thank you for your interest in the position of Learning Support Assistant – Level 1 with the City of London Academy Highgate Hill. We are delighted that you have chosen to apply to our academy and welcome your application.

City of London Academy Highgate Hill opened in September 2017 as a mixed, all ability, non-denominational academy inheriting four cohorts (Years 8 to 11) from what was previously, Mount Carmel Catholic College for Girls. You will be joining our school at an exciting time due to our Sixth Form opening in September 2022.

We aim to provide a world class education for our students - making them 'well-rounded' individuals. Our vision is to therefore create an academy that will exemplify 'Outstanding' secondary practice, evidenced by excellent attainment and progress for all pupils. Highgate Hill provides learning experiences that reflect the characteristics for which the City of London is known around the world:

- High expectations, aspirations, excellence and a belief that all can succeed
- Creativity, innovation and enterprise, alongside tradition and heritage are championed
- Developing people who are confident, resilient, compassionate and democratic

If you feel that you can make a positive contribution please apply. We look forward to receiving your application.

Yours faithfully,

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

**Prince Gennuh**  
**Principal**

## Position details

**Position:** Learning Support Assistant – Level 1

**Position Description:** Part time, 32.5 hours per week, 39 weeks per year (term time only)

**Working pattern:** Normal hours will be between 8.30am and 15.30pm (working 6.5 hours a day) and you will have a 30 minute break. There is flexibility with the start and finish times please include your working pattern in your supporting statement. Please note that there may be times when you are required to work earlier for example at 8.15am and if this is the case you will be notified in advance.

**Position Location:** City of London Academy Highgate Hill

**Grade/Range:** Scale 3 SCP 5 -7

**Salary:** £23,427 - £24,278 (FTE)

**Actual salary:** £18,937

**Required:** November 2021

**Position Closing Date:** 10.00am Tuesday 28th September 2021

**Interviews will take place on:** are likely to be held on week commencing Monday 4th October 2021 or Monday 11th October 2021

## About us

The City of London Academies Trust is driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

Combining the heritage and tradition of the Corporation of London with a refreshingly innovative and enterprising approach to teaching and learning, we aim to ensure that every one of our schools can be judged as Outstanding within three years of joining the Trust.

Our academies draw upon the best traditions, institutions, heritage and historical successes of the City Corporation and London. We deliver life-transforming learning experiences allowing all our pupils, whatever their background, to make a positive contribution to their local, national and global communities.

The City of London, its schools and academies are characterised by:

- High expectations, aspirations, excellence and a belief that all can succeed;
- Combining creativity, innovation and enterprise, alongside tradition and continuity;
- Developing people who are confident, resilient, compassionate and democratic.

Although all schools within the Trust are different, they all subscribe to the same ethos. All City academies are expected to exhibit the five attributes of outstanding educational provision. These simple and effective principles, our Foundations of Excellence, are the essential drivers that deliver outstanding outcomes for learners and are key to the success of City of London academies. They are:

<b>High expectation leadership</b>	Dynamic and skilled leadership from school leaders and governors founded in the core belief that all children can succeed.
<b>Exemplary behaviour</b>	Behaviour for learning based on a set of defined core values that promote engagement, respect, tolerance, probity, curiosity, resilience, creativity and independence.
<b>Outstanding creative teaching</b>	Highly skilled teaching that inspires, engages, supports and challenges learners whatever their starting point.
<b>Assessment that informs intervention</b>	Target-setting and assessment systems that set challenging targets and provide data that supports intervention if that progress is not being made.
<b>A challenging curriculum</b>	A formal curriculum that matches the high expectations of progress providing a range of high status qualifications for each learner. A rich informal curriculum that supports the wider development of each learner through personal, sporting, creative and employer experiences.

## About our school

City of London Academy Highgate Hill opened in September 2017 as a mixed, all ability and non- denominational academy.

Our vision: to create an academy that will exemplify 'Outstanding' secondary practice, evidenced by excellent attainment and progress for all pupils. Highgate Hill provides learning experiences that reflect the characteristics for which the City of London is known around the world:

- High expectations, aspirations, excellence and a belief that all can succeed
- Contributing creativity, innovation and enterprise alongside tradition and heritage
- Developing people who are confident, resilient, compassionate and democratic

The academy's sixth form will open in a state of the art building in September 2022.

For further information about the academy please visit our website: <http://www.highgatehill.cola.org.uk/>

## Application details

Applications must be completed online on Tes by the closing date. To apply click the following link:

<https://www.tes.com/jobs/employer/city-of-london-academy-highgate-hill-1084149>

For further information or queries please email: [hr@highgatehill.cola.org.uk](mailto:hr@highgatehill.cola.org.uk)

City of London Academies Trust asks that all potential employees highlight any relationships to school governors or employees to ensure all applicants are treated fairly. For example, it may be inappropriate to offer someone a position within an organisation where they work for a family member or asking someone to take a position where they manage grants for voluntary services when their family works for a relevant voluntary organisation.

City of London Academies Trust is committed to safeguarding and promoting the welfare of children and young people, and applicants for vacant posts are expected to share this commitment. If you are offered a job, the offer will be conditional on satisfactory pre-employment checks. These can include: identity, references, qualifications and other evidence, e.g. driving licence, as well as a medical questionnaire, and a Disclosure and Barring Service (DBS) check.

Please provide details of two referees, one of whom should be your present/most recent employer. **References will not be accepted from relatives or friends.** References are requested for all shortlisted candidates unless you specifically request us not to do so. Open references will not be accepted.

This post is exempt from the Rehabilitation of Offenders Act 1974. If you are appointed, you will be required to complete a DBS check. Any information received from the DBS will be treated in the strictest confidence. Having a criminal record will not exclude you from appointment, unless it is considered that the conviction renders you unsuitable to work with children.

**Under the Criminal Justice and Court Services Act 2000, it is a criminal offence if an individual who is disqualified from working with children knowingly applies for, offers to do, accepts or does any work with children.**

**The role is covered by part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.**



## Learning Support Assistant Job Description

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**Post:** Learning Support Assistant

**Accountable to:** SENCo

**Grade/Range:** Scale 3, SCP 5 - 7

**Salary:** £23,427- £24,278 (FTE)

**Actual salary:** £18,937

**Working Pattern:** 32.5 hours per week, 39 weeks (term time only)

**Location:** City of London Academy Highgate Hill

**Disclosure level:** Enhanced

### Main Purpose

- To provide support for students, the teacher and the school in order to raise standards of achievement for all students, to encourage students to become independent learners, to provide support for their welfare, and to support the inclusion of students in all aspects of school life.

### Key Accountabilities

1. Work as part of the staff team at the direction of the SENCO or class teacher to support teaching provision and students' learning.

2. Under the guidance of the SENCO or class teacher, to work with individuals and groups of students in class, including those students with SEND/EAL to help them to achieve to the best of their ability.
3. At the direction of the SENCO or class teacher, to help to organise classroom activities, prepare resources and implement strategies for teaching and learning.
4. To provide support for students at unstructured times to aid social interaction and the development of social skills.
5. To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy.
6. Support the teaching of the schools literacy and numeracy strategies and assist students to access the full curriculum. Be familiar with lesson plans, SEN support plans, Educational Health Care Plans and learning objectives.
7. Use ICT effectively to carry out departmental administrative duties including liaising with professionals with regard to annual reviews for Educational Health Care Plans and updating the MIS system.
8. Observe students' performance and using the systems in place in the school provide the SENCO and teacher with feedback on student progress in relation to provision.
9. Ensure the physical welfare of students and assist students with their physical needs as appropriate and agreed.
10. Communicate and liaise with other members of school staff in order to ensure the most effective provision for students' academic, emotional and social development.
11. In collaboration with the SENCO and class teacher, communicate with professionals from outside the college and contribute to meetings held to review students' progress.
12. In collaboration with the SENCO or class teacher, communicate and liaise with parents and guardians to facilitate the progress and inclusion of students.
13. Attend outings with students, in accordance with school policies and safety guidelines, providing assistance with students' care and welfare and with the learning activities undertaken.
14. Undertake any other reasonable duties from time to time as may be directed by the Principal or their nominee.

## **General**

- To carry out duties in accordance with health and safety legislation and the school policy.
- Contribute to school development through identified communication and consultation channels.
- To respect the confidential nature of information relating to the school and its students.
- To identify your own training needs and a willingness to attend training/courses.



- Comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description

### **Safeguarding and Promoting the Welfare of Children**

- Have knowledge of, and adhere to, safeguarding policies and procedures.
- Ensure a safe and supportive academy culture.
- Ensure the welfare of children is safeguarded and promoted in line with current best practice and any relevant legislation.
- Ensure equality of opportunity for all students in order that they may achieve to the best of their ability.
- Ensure equality of opportunity for all staff to facilitate their continuing professional development.
- Be aware of and understand the duties and responsibilities arising from the Children's Act 2004 and statutory guidance Keeping Children Safe in Education 2016 in relation to child protection and safeguarding children, young people and vulnerable adults as it relates to this role.

### **Safeguarding Children**

COLAT is 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 enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

### **English Duty**

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

## **Learning Support Assistant Person Specification**

### **Our Values and Vision**

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

### **Our Staff**

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

### Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

	Essential	Desirable
<b>Qualifications and Education</b>		
Sound literacy and numeracy	✓	
Knowledge and understanding of conditions experienced by SEND students	✓	
Be able to demonstrate a willingness to attend appropriate training and development	✓	
Evidence of continuing professional development		✓
<b>Experience, Skills and Knowledge</b>		
Experience of working with groups of children	✓	
Experience of working as a TA / LSA		✓
Experience of supporting / teaching young people with dyslexia, speech and language difficulties, autism or any other SEN need		✓
Experience of EHCP the EHCP process		✓
Ability to build effective relationships with students while commanding respect and maintaining the ability to impose effective discipline	✓	
A willingness to engage with strategies to support SEND students	✓	
Confidence and ability to communicate concerns and guidance on strategies to teaching staff	✓	
Initiative and flexibility	✓	
Ability to deal with unexpected or unplanned situations or reactions during the school day	✓	
Good organisational skills: keeping accurate monitoring records, managing timetable changes, prioritising demands	✓	
Comfortable with the use of ICT as a means of communicating and sharing information	✓	
Knowledge of Data Protection legislation	✓	
Working as a member of a team	✓	
<b>Personal Qualities</b>		
Be able to maintain confidentiality	✓	
Be able to remain impartial	✓	
Have a flexible approach to working hours	✓	
Have a positive attitude to personal development and training	✓	
Good interpersonal skills	✓	
<b>Vision and values</b>		
Vision and values aligned with the academy's high aspirations and high expectations for children, staff and families	✓	
Willingness to engage with parents in order to encourage their close involvement in the education of their children	✓	
Resilience and motivation to support the academy through day-to-day challenges while maintaining positivity and professionalism	✓	
A deep commitment to the safeguarding and wellbeing of all students	✓	
<b>Relationships with stakeholders</b>		
Commitment to working with others to secure the best outcomes for children	✓	
<b>Work-Related Personal Qualities</b>		
Demonstrate personal enthusiasm and commitment aimed at making a positive difference to children and young people and raising standards	✓	
Demonstrate personal and professional integrity, including modelling values and vision	✓	
Commitment to support the aims of the Trust	✓	

Flexible and able to manage workload and competing deadlines, prioritising appropriately, using initiative and maintaining good humour	✓	
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