



Applicant Pack



Learning Support Assistant



www.pinnaclelearningtrust.org.uk



Welcome from the HR Central Services Team

We are delighted you have expressed interest in a vacancy with The Pinnacle Learning Trust. Should you have any questions over the position or the application form, please contact the Human Resources Department for assistance on 0161 287 8001.

All completed applications must be returned by 12 noon on the closing date on the advert.

We cannot accept information held on CV's and therefore your application and accompanying statement must show all information about yourself and how you meet our requirements, using the job description and person specification will assist you with this. Please provide a day-time contact number on your application form.

You should remember to include information on all your previous employment roles and qualifications gained from secondary school onwards, covering any gaps in employment which are longer than 2 months, detailing what you were doing and how you were supported.

Teaching staff roles only are requested to provide results from the last three academic years within the application process.

In the meantime, may we take this opportunity to thank you for your interest in working with us and we look forward to receiving your completed application.

Best regards,
HR Central Services

*If you require this or any of the documents in an alternate format please contact a member of the Human Resources Department.



Additional Learning Support

The Team

Our friendly, expert Additional Support Team work closely with students to ensure their learning and pastoral needs are met. The College's highly effective support for students with additional support needs is a key strength, and students make excellent progress while they are with us. Our team is an experienced group of individuals: who work with students 1:1 and in group settings, to meet their individual support needs. This can be in the form of in class support, 1:1 study support, or intervention groups. The Team also discuss and arrange Access Arrangements for exams (extra time, small rooms, rest breaks, readers, scribes, laptops, coloured paper and overlays) where appropriate, and ensure EHCP targets and requirements are put into place where relevant. We are specialists in ensuring that we give targeted support to ensure students can access the curriculum effectively, and make progress in line with their peers. This can include implementation of support to meet health and medical needs.

The Big Picture

At OSFC, we are fully aware of the emotional health and wellbeing challenges that our students can face in their lives. This is why we aim to ensure everyone who attends our college has the best possible support to fulfill their potential and has access to the resources they need to THRIVE. As a Team, we also ensure that students are triaged and signposted to other appropriate services in college to support their Mental Health and Wellbeing; such as mentoring, counseling and study skills sessions. All our LSA's complete appropriate training to ensure that they can support the emotional and medical needs of students. We are also able to support students and parents with referrals through to external support services such as TOG Mind, Healthy Minds, when needed.

The Special Ingredient

We ensure that we monitor progress, track skills and adapt support as necessary to ensure that all learners progress and meet their expected target grades with the level of support that they require. Communication is our 'Special ingredient'. We liaise with curriculum staff, parents/carers, and external agencies as necessary to gain insight into factors presenting for the student inside, and outside of college, to gain a more holistic view. The College is committed to meeting every student's learning needs so that they can realise their full potential and progress to higher education, employment, and apprenticeships. It is a fully inclusive environment, prioritising equal opportunities. As a team we make every effort to ensure that every student's' time at College is happy, enjoyable, comfortable and successful. We are very proud of our students, and their achievements. By joining our team, you too can be a part of their journey.



Job Description & Person Specification

Main Purpose of the post:

To be responsible, under the direction of the SENDCO/Additional Learning Support and Welfare Leader for providing high quality support, care and welfare of students with additional needs within the College and to assist teaching staff with the education process, to allow students to take a full part in all College activities and access the curriculum. This job description is subject to review to meet the developing needs of the College.

Summary of Main Duties and Responsibilities

Support for Students by:

- supervising and providing both classroom and personal care support
- assisting with the development and implementation of Individual Learning Plans and Personal Care Programmes
- recognising and responding to individual student need
- providing one-to-one mentoring to support their learning in class
- providing feedback to students on their progress and achievement under the guidance of staff in line with College policy
- promoting self-esteem and independence and employing strategies to recognise and reward achievement of self-reliance
- ensuring that their safety, welfare and personal hygiene are attended to with dignity, empathy and respect
- to provide assistance as required during the exam period
- to take on a Lead LSA role for high cost/high needs students
- to contribute and liaise with teaching and support staff linked to high cost/high needs students; and to feed into progress review updates at regular points throughout the year to coincide with our CAP points.
- to contribute and have an input into the EHCP review process and the annual reviews by collecting parent, teacher and student voice feedback
- completion of PEEPS and relevant paperwork, internal documenting on Cedar
- ensuring presence in the Hub, when lessons are cancelled, during admin time, to meet drop in needs for students
- Contributing to logs on soft skills development for EHCP learners

Support for the Staff by:

- helping to establish an appropriate and safe learning environment
- assisting staff with the preparation of teaching and learning materials and resources
- contributing to lesson planning and adjusting lessons/work plans as appropriate
- providing feedback to staff on student's achievement, progress, problems etc. as requested
- liaising sensitively and effectively with parents where appropriate and participating in meetings with parents, as directed
- contributing to I.L.P. planning and review
- undertaking the personal care of students out of directed lesson time, including before and after college and at lunch time, within working hours
- accompanying teaching staff and students on visits, trips and out-of-college activities as required
- to ensure all activities conform to health and safety requirements
- to identify and participate in staff training and development
- liaison with staff and parents at transition and induction for new students

Requirements of All College Staff:

- To promote and uphold the College Mission Statement, values and strategic aims and objectives.
- To comply with the College's policies and procedures, including those relating to health and safety, safeguarding, welfare and security.
- To work positively and inclusively with colleagues, students, parents and other partners regardless of their gender, ethnicity, sexuality, age or disability.
- To attend briefings and staff meetings as required.
- To participate in the College's Performance Management Review scheme and undertake professional development and training as required.
- To be a positive role model and take responsibility for promoting good standards of behaviour and conduct in students.
- To undertake other duties that are in accordance with the purpose and grade of the post as agreed with the Principal or Deputy Principal or designated alternate.

The specific nature of these responsibilities may vary from time to time to meet the needs of the student.

This job specification is subject to review to meet the developing needs of the College.

	Essential	Desirable	Method of Assessment
Experience			
Experience of working with students/ people with SEN	✓		Application/Interview
Full support for the aims and ethos of the College	✓		Application/Interview
An understanding of relevant policies, code of practice and awareness of relevant legislation & the responsibilities of the role within these for promoting student welfare.	✓		Application/Interview
Knowledge & experience of resource preparation to support learning programmes		✓	Application/Interview
Experience of providing excellent customer service	✓		Application/Interview/References
Skills and Knowledge			
Excellent administrative and organisational skills	✓		Application/Interview
Articulate and well-developed written and oral skills.	✓		Application/Interview
Excellent Computer skills, including knowledge of Microsoft Word, Excel and email.	✓		Application/Interview
Education and Qualifications			
A good general education with strong numeracy & literacy skills – (GCSE in Maths & English or equivalent)	✓		Application
Qualification to Advanced level standard		✓	Application
First Aid at Work Certificate (or willingness to undertake training)	✓		Application
Qualifications and/or experience of computers & software to handle information to support learning		✓	Application
Attitude and Personal Qualities			
Ability to form effective relationships with students in the 16-19 range and sensitivity for their needs, combined with patience and tolerance	✓		Application/Interview/References
Ability to form very good relationships with colleagues, to work as part of a team, understanding classroom roles and responsibilities and your own position within these	✓		Application/Interview/References
Ability to establish & maintain sensitive relationships with parents, carers and visitors	✓		Application/Interview/References
To effectively use ICT to support learning	✓		Application/Interview/References
Ability to adapt approach in accordance with student need	✓		Application/Interview/References
To understand the meaning of inclusion in a college setting	✓		Application/Interview/References
To possess a cheerful disposition with very good inter-personal and verbal communications & listening skills	✓		Application/Interview/References
Practical skills; including a careful, thorough approach and personal pride in work done	✓		Application/Interview
Initiative, flexibility, adaptability and common sense	✓		Enhanced DBS clearance/References
Time-management skills with an ability to work under pressure with a minimum of supervision and to meet all deadlines	✓		Application/Interview
Trustworthiness and the ability to maintain confidentiality	✓		Application/Interview
Ability to identify and undertake own training and development needs	✓		Application/Interview
Excellent record of attendance, punctuality and health with the ability to lift reasonable weights in order to carry out appropriate personal care programme	✓		Application/Interview
To work flexibly as the workload demands	✓		Application/Interview
Willingness to be involved in the extra-curricular and wider activities of the College	✓		Application/Interview
Suitability to work with children	✓		Application/Interview
Commitment to equality of opportunity	✓		Application/Interview
Sensitivity to community issues	✓		Application/Interview
Energy and enthusiasm	✓		Application/Interview
Empathy with the 14-19-year age group and the provision of a quality service for young people	✓		Application/Interview
Patience and ability to remain calm	✓		Application/Interview
Listening skills	✓		Application/Interview

How To Apply

To apply, please click [here](#).

Additional Reasons to Join Us:

- Automatic enrolment into a Pension Scheme
- Cycle to work schemes available
- Various health and wellbeing benefits (including on site gym membership at Oldham Sixth Form College and The Hathershaw College)
- Free on-site parking
- Excellent opportunities for CPD and career development
- Please see our Join The Pinnacle Learning Trust Booklet for more reasons to work for the Pinnacle Learning Trust.

Commitment to Safeguarding

The Pinnacle Learning Trust is committed to safeguarding and protecting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment. Applicants must be willing to undergo pre-employment checks. Safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to an enhanced Disclosure and Barring Service (DBS) check. The Pinnacle Learning Trust is an Equal Opportunities Employer and welcomes applications from underrepresented groups and ethnic minorities.

“Educational organisations can often have a culture that is somewhat bureaucratic and punitive, but our trust isn’t like that. We have a human side, which we show in abundance, and we really support each other. Things like behaviour management, for example, are a team effort - no-one is just left on their own.”

Rebekah Sutcliffe, Trustee and former senior police officer and director in local government

PROUD
TO BE
PART OF





THE
Pinnacle
LEARNING TRUST

**To find out
more or to
apply:**

pinnaclelearningtrust.org.uk
hr@pinnaclelearningtrust.org.uk

0161 287 8001



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