

LEARNING SUPPORT ASSISTANT RECRUITMENT PACK



Aim High. Be Proud. Love Life.



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Welcome from our Headteacher

A very warm welcome to Walker Riverside Academy; a fantastic school of which I am extremely proud to be the Headteacher.

Thank you for your interest in the position of Learning Support Assistant at Walker Riverside Academy. The Academy is an exciting and thriving 11-19 secondary school at the heart of its community in Walker, Newcastle upon Tyne.

Walker Riverside Academy serves the community of Walker in Newcastle upon Tyne and is an oversubscribed 11-19 secondary school with 1100 students on roll with that number predicted to increase in coming years.

We help our students to **aim high, be proud** and **love life**, in both their academic and career aspirations, supporting them at every step and guiding them upon options available. It is the daily embodiment of this ethos that makes Walker a truly special school community, with unique opportunities for involvement in the Combined Cadet Force, the TCAT Football Academy, and a growing post 16 partnership to deliver A-Levels at a local Trust partner school North East Futures UTC. The Academy has a curriculum with many unique aspects and a vision that students should be **Globally Aware, Culturally Aware, Self Aware** and **Life Ready with Ambition**. The four 'awares' are the cornerstones of the well considered curriculum intent. We want our students to be proud of both themselves and the school community they attend, whilst developing a love of Academy life. The investment in passionate pastoral and academic support for our young people ensures that we create an atmosphere in which we laugh and learn together. With all students being attached upon entry in Year 7 to one of three schools: Dobson, Grainger, or Stephenson, a sense of belonging and community is created from the outset.

At the heart of Walker Riverside Academy is its talented and dedicated staff. They are its most valuable asset, and they uphold ambitious educational standards which prepare all students for the next phase in their education and life and provide care, guidance, and support in a learning environment characterised by high standards of behaviour and mutual respect. Our Academy is always striving for brilliance and now is a fantastic time to become part of our Walker community, and our wider Tyne Coast Academy Trust.

Academy Life

For more information on Walker Riverside Academy please visit:

Website: www.walker.academy

Facebook: [@walkeracademy](https://www.facebook.com/walkeracademy)

Twitter: [@WalkerAcademy](https://twitter.com/WalkerAcademy)



Mr G Smith
Head Teacher

Tyne Coast Academy Trust

Tyne Coast Academy Trust is an outward facing Trust with strong links to other successful Trusts in the region. We are currently made up of five schools, two primary schools, two secondary schools and a UTC. The Trust also benefits from being in the unique position of being sponsored by Tyne Coast College (comprising of South Tyneside College and TyneMet College), a world class college with a reputation for excellence.

Our Vision

To be an outstanding MAT, providing world-class education and training.

Our Mission

To provide the highest quality education and training, preparing young people for the future.

Our Values

As an employer and a learning organisation, we will:

- Aim to be excellent in all that we do;
- Celebrate diversity and the rights of others;
- Act with integrity - fairly, openly and transparently; and
- Be welcoming and approachable to all.

Strategic Aims

We aim to:

- Provide high-quality teaching and learning;
- Create a high-quality learning environment;
- Be financially sound, modernise and grow, providing outstanding value for money;
- Provide a curriculum that meets the needs of all stakeholders in an ever-changing world; and
- Work in partnership with the communities we serve, agencies and employers.

Core Values

Tyne Coast Academy Trust:

- Believes every pupil should achieve their potential;
- Believes in developing strong relationships with our pupils, and never giving up on them;
- Believes in being a strong community presence, embedding everything we do in the local community;
- Values and respects the professionalism, commitment, and excellence in our staff;
- Believes the needs of employers should shape our curriculum;
- Will make a significant positive impact on the local, regional and national economy; and
- Welcomes and includes everyone in our community, and value individuality and diversity.

Employee Benefits

Across our trust our teaching staff benefit from:

- A commitment to professional development for all staff;
- A focus on staff wellbeing with designated weeks;
- Access to the Local Government Pension Scheme;
- TCAT continues to follow the Green Book along with national conditions of service for non-teaching staff;
- An opportunity for cross-site working and career development opportunities, including within our Trust schools and our sponsor colleges;
- Access to free gym facilities.

The Application Process

Thank you for your interest in joining Walker Riverside Academy.

The job advert, job description and personal specification have been provided to decide whether you wish to apply for the position. Please take the time to match your skills, experience and career aspirations against this information when applying for the post.

The Application Form

It is important that you complete **all sections** of the application form and that you provide full and accurate information. Please note, CVs will not be accepted.

All applications must be returned by the closing date. Late applications will not be considered.

After the closing date all applications will be examined and shortlisting will take place. You will be notified by email if your application has been successful and you will be invited to attend an interview. Details of the interview, and any required tasks that you will need to prepare for, will also be sent to you. At this point references will be sought if permission has been given.

On the day of the interview you will be asked to bring various forms of identification and original certification as declared on your application.

Post Interview

You will be contacted to advise if you have been successful or unsuccessful. If you are the successful candidate you will be made a verbal offer of employment, which will be followed up with a conditional offer of employment.

Once all clearances are in place a start date will be confirmed and followed up with a final offer letter and statement of particulars.

Further Information

Application packs and further information can be found on the Tyne Coast Academy Trust website <https://www.tynecoastacademytrust.co.uk/join-our-team-current-vacancies/> or by contacting Sandra Willis, PA to the Headteacher at sandra.willis@wra.tynecoast.academy

Walker Riverside Academy and Tyne Coast Academy Trust 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 pre-employment checks including an enhanced DBS with barred list check. The Trust will also undertake an online search of publicly available information on all candidates who are shortlisted for an interview.

Job Advert

Learning Support Assistant

Required: October 2023 (or as soon as possible)

Term time only, 35 hours per week, 5 training days (pay award pending)

Payscale: N3 £21,189 - £21,575 per annum, pro rata

Walker Riverside Academy are seeking to appoint one suitably qualified Support Assistant to work specifically with students who have additional Educational Needs. They will deliver outstanding support to teachers and students to ensure that students with Special Educational Needs learn effectively and make outstanding progress.

We are committed to investing in our staff and you will receive a supportive induction programme and have access to high quality CPD. Opportunities are also available for Trust wide working and career development opportunities. You will also receive consistent support from a dedicated Headteacher, SLT, CEO, Trust Central Team, Local Governing Body and Trust Board.

The deadline for applications is Friday, 15 September and interviews will take place week commencing 18 September. Please return completed applications to sandra.willis@wra.tynecoast.academy

Tyne Coast Academy Trust 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 an enhanced DBS with barred list check.

In accordance with Keeping Children Safe in Education 2023, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the interview process.

We are proud to be a Disability Confident employer and guarantee an interview to anyone who discloses a disability where their application meets the minimum criteria for the post.

Application packs and further information can be found on the Tyne Coast Academy Trust website <https://www.tynecoastacademytrust.co.uk/join-our-team-current-vacancies/> or by contacting Sandra Willis, PA to the Headteacher at sandra.willis@wra.tynecoast.academy

Closing date for applications: Friday, 15 September at 12.00 noon

Job Description

Walker Riverside Academy

Job Description

Post Title	Support Assistant - Level 2	A1031
Evaluation	374 Points	Grade: N3
Responsible to	Head Teacher and SENDCO	
Responsible for	N/A	
Job Purpose	To provide classroom support duties including curriculum related tasks under the direction of the teacher and responding to students' social, emotional and physical needs.	

Main Duties: The following is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

General

1. Supporting the teacher in the general management of the classroom.
2. Undertaking activities, as directed by the teacher, with individuals or small groups of students.
3. Providing clerical/admin support, eg photocopying, typing, filing, administer coursework and exams.
4. Supervising groups of students alone and participating in general activities including giving sensitive support and intervention.

Classroom Organisation

1. To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.
2. Assisting in the preparation, maintenance and repair of books, apparatus and equipment, to include cataloguing and stocktaking of all resources.
3. Preparing students' work for display in the classroom and around the Academy.
4. Demonstrating creativity in assisting with the practical resourcing of the classroom.

Student Support

1. Working with students directly on curriculum related tasks under the direction of the teacher.
2. Assisting in the delivery of all aspects of support to students including assessment, recording and reporting procedures and maintenance of Learning Passports under the guidance of the SENDCO.
3. Giving relevant feedback to the teacher regarding the social, emotional and physical needs of students thus offering the teacher support in their assessment.
4. Assisting with monitoring and evaluating the learning environment provided for the students in his/her care and use this evaluation to help make necessary changes and developments within the classroom.
5. Following the Academy policy documents and schemes of work to keep updated with Academy and National Curriculum documentation.

Welfare and other duties

1. Under teacher overall control, accepting shared responsibility for the creation of a safe environment for students within and outside the classroom.
2. Assisting in the supervision of students particularly at break periods, in corridors and the beginning and end of sessions.

3. Providing general care and welfare by responding appropriately to the social, emotional and physical needs of students.
4. To promote and implement the TCAT's Equality Policy in all aspects of employment and service delivery.

Child Protection

The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.

September 2023

Person Specification

Learning Support Assistant

Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

Essential

1	Experience of supporting children in a learning environment
2	Ability to motivate and encourage students
3	Experience of classroom organisation
4	Ability to observe and monitor progress and maintain records
5	Flexible attitude
6	Good communication skills
7	Team player

Desirable

8	Degree in a relevant subject area
9	Good general knowledge of English and Mathematics to GCSE level or equivalent.
10	First Aid Training
11	Experience of working with children, perhaps as a parent or voluntary worker

Part B: Assessment Stage

Items 1, 2, and 3 of the application stage criteria and the criteria below will be further explored at the assessment stage:

Essential

1	Experience of using ICT to support students in the classroom
2	Able to use language and other communication skills that children can understand and relate to.
3	Able to empathise with the needs of children and in particular able to establish positive relationships with students.
4	Able to consistently and effectively implement agreed behaviour management strategies.
5	Able to provide levels of individual attention, reassurance and help with learning tasks as appropriate to students' needs.
6	Able to work within and apply all relevant Academy policies and schemes of work
7	Able to supervise groups of students.
8	Able to carry out and report on systematic observations of students' knowledge, understanding and skills.
9	Able to work effectively as part of a team
10	Committed to achieving further professional development
11	<p>Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: motivation to work with children and young people</p> <ul style="list-style-type: none"> ● ability to form and maintain appropriate relationships and personal boundaries with children and young people ● emotional resilience in working with challenging behaviours ● attitude to use of authority and maintaining discipline. able to work in partnership with other agencies ● ability to form and maintain appropriate relationships and personal boundaries with children and young people ● use of authority and maintaining discipline ● able to work in partnership with other agencies
12	No disclosure about criminal convictions or safeguarding concern that makes the applicant unsuitable for this post.

Desirable

13	Knowledge of SEN Code of Practice
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The following methods of assessment will be used:

Method		Method	
Interview	Yes	Presentation	No
Lesson Observation	No	Structured discussion with students	No
Application	Yes		

Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Criminal Records Bureau
2	Additional criminal record checks if applicant has lived outside the UK
3	List 99 and/or POCA List (residential establishments only) check
4	Medical clearance
5	Two references from current and previous employers (or education establishment if applicant not in employment)
6	Excellent attendance and punctuality



-  **Waverdale Avenue, Walker, NE6 4AW**
-  **0191 295 8660**
-  **enquiry@wra.tynecoast.academy**
-  **walker.academy**