



## CANDIDATE INFORMATION BROCHURE



15/09/2017

Dear Candidate

Thank you for taking the time to apply for the Learning Support Assistant role at Hillview Academy.

Hillview Academy opened in September 2014 and is part of Academies Enterprise Trust, the largest nationwide, multi academy sponsor in the country.

Academies Enterprise Trust firmly believes that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

Hillview Academy has an exciting future and this appointment represents a great opportunity to secure positive outcomes for our learners.

If you share our vision and values then we would be very excited to hear from you.

Yours faithfully

The Talent Team



## About Hillsview Academy

Hillsview Academy was established as a result of a merger between Eston Park and Gillbrook Academies. The academy has excellent facilities with in a spacious and innovative site.

The pupil roll is just under 870 including 85 students in the 6<sup>th</sup> form. Currently being led by an interim Executive Principal, the school is situated in the heart of its community.

## Job Description

<b>POST:</b>	<b>Learning Support Assistant</b>
<b>ACCOUNTABLE TO:</b>	<b>Lead Learning Support Assistant</b>
<b>ACCOUNTABLE FOR:</b>	<b>None</b>
<b>HOURS PER WEEK:</b>	<b>26 (Days of Attendance To Be Agreed)</b>
<b>WORKING WEEKS:</b>	<b>TTO + 5 Professional Developments Days</b>

**CORE PURPOSE:** To ensure the learning and progress of; and support the education, personal and social development of students with Special Educational Needs

**JOB DESCRIPTION:** The job description will be reviewed regularly to reflect, or anticipate changes to, the job commensurate with the salary and areas of responsibility.

### **SPECIFIC RESPONSIBILITIES:**

- Assist in the educational and social development of the pupils under the direction and guidance of teaching staff
- Provide support for individual students and small groups inside and outside the classroom to enable them to fully participate in activities.
- Support students with emotional or behavioural problems and help develop their social skills
- Work with other professionals, such as speech therapist and occupational therapists, as necessary.
- Assist in the implementation of appropriate behaviour management strategies
- To provide structured learning activities to support students with SEN both in and out of the classroom
- Produce differentiated Learning Resources for students with SEN
- Work with students, staff and parents / carers to ensure successful re-integration into lessons where appropriate
- Contribute to the writing and implementation of IEP's
- Provide feedback to all stakeholders on student progress and development
- Assist in the production of lesson and display materials and completion of minor clerical duties and administrative tasks
- Assist in the supervision of students at lunch / break / after school
- Administer & assess tests and mark students work
- Invigilate examinations, providing support for Access Arrangements (e.g. reader, scribe) as directed
- Liaise with parents / carers / outside agencies where appropriate
- Assist with specific medical / care needs of students where appropriate
- Assist with supervision of students when teachers are absent ( short term ) ensuring students are on task and maintaining good order

### **RESPONSIBILITIES APPLICABLE TO ALL SUPPORT STAFF ROLES:**

- To work within the Academies Enterprise Trust (AET) Conditions of Service
- To support the aims, policies, procedures and ethos of the Academy and the AET
- To participate in the Academy's agreed Performance Management procedures
- Undertake appropriate staff training and development activities
- Safeguard the welfare of children in the Academy
- Work safely and co-operate with health and safety procedures
- Attend school meetings as appropriate within designated working hours
- To create and maintain good working relationships among all members of the Academy community
- To promote appropriate personal and professional development of all staff, providing an example through their own development and practice
- To work collaboratively with teaching staff in supporting students in their learning and the preparation of learning resources and the provision of support services



- To set an example to students in work ethic, conduct, dress code, punctuality and attendance
- Undertake whatever duties might be reasonably requested by the Principal, Members of the Academy Leadership Team or Line Manager

### **VARIATION IN THE ROLE**

Given the dynamic nature of the role and structure of Hillsvie Academy, it must be accepted that as the Academy's work develops and changes, there will be a need for adjustments to the role and responsibilities of the post. The duties specified above are therefore not to be regarded as either exclusive or exhaustive. They may change from time to time commensurate with the grading level of the post and following consultation with the post holder.

### **Person Specification**

<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Completion of DfE Teaching Assistant Induction Programme OR equivalent <b>(desirable)</b></li> <li>• NVQ Level 3 or equivalent qualification in relevant discipline OR appropriate experience as a Learning Support / Teaching Assistant</li> <li>• First Aid training or willingness to undertake appointed person certificate in First Aid <b>(desirable)</b></li> <li>• Safeguarding (Child Protection) training <b>(desirable)</b></li> <li>• Training in Special Educational Needs strategies <b>(desirable)</b></li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Recent and relevant experience of working with children within an education setting, within a specified age range/subject area</li> <li>• Recent and relevant experience of working with children within the SEN department <b>(desirable)</b></li> <li>• Experience of working in an Academy or school environment <b>(desirable)</b></li> </ul>
<b>Skills &amp; Knowledge</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to children and adults</li> <li>• Ability to work effectively within a team environment, understanding classroom roles and responsibilities</li> <li>• Ability to promote a positive ethos and role model positive attributes</li> <li>• Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate</li> <li>• Effective use of ICT to support learning</li> <li>• Experience of resources preparation to support learning programmes</li> <li>• Excellent communication skills</li> <li>• Excellent numeracy and literacy skills</li> <li>• Ability to maintain confidentiality</li> <li>• Ability to manage behaviour of children in a positive and supportive manner</li> <li>• Relevant knowledge of First Aid <b>(desirable)</b></li> <li>• Knowledge of Safeguarding (Child Protection) <b>(desirable)</b></li> <li>• Equal Opportunities and recognising the nature of the diverse Academy community <b>(desirable)</b></li> <li>• Understanding of basic technology – computer, video, photocopier etc <b>(desirable)</b></li> </ul>
<b>Attributes &amp; Qualities</b>	<ul style="list-style-type: none"> <li>• Friendly, approachable and professional manner</li> <li>• Calm approach</li> <li>• A commitment to working as part of the whole Academy team and supporting the vision and aims of the Academy</li> <li>• High expectations of all students; respect for their social, cultural, religious and ethnic backgrounds; and commitment to raising their educational achievements</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Ability to build and maintain successful relationships with students; treat them consistently, with respect and consideration, and demonstrate concern for their development as learners</li><li>• Demonstrate and promote the positive value, attitudes and behaviour they expect from the students with whom they work</li><li>• Able to improve their own practice through observations, evaluation and discussion with colleagues.</li><li>• Ability to liaise sensitively and effectively with parent and carers, recognising their role in students learning</li></ul> |
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## **Academies Enterprise Trust**

Academies Enterprise Trust is the largest Academy Partnership in the United Kingdom, with 64 schools (Primary, Secondary and Special) across England.

Click [here](#) to view a map of our Academies across the country.

We believe that all young people deserve to become world class learners – to learn, enjoy, succeed and thrive in a world class educational environment, which has the best facilities, the best teaching and the most up to date resources available to them.

Our vision is to help students achieve world class learning outcomes by developing world class teachers in a world class community.

### **Ethos Statement**

Every young person deserves the opportunity to have a life that can be described as 'good quality', free from fear and danger, where they can give and receive respect to and from others with a sense of well-being, belonging, worth and achievement.

AET academies will become High Performing Organisations and, therefore, must be the:

- Education provider of choice for students.
- Employer of choice for staff.
- Investment of choice for parents.

### **Values and Beliefs**

Through our actions and behaviours we will strive to develop young people who:

- Respect themselves and the community (people, property and the environment), and seek to have a positive impact on society;
- Are polite, calm, caring, honest, trustworthy and helpful;
- Are responsible, independent and supportive of each other;
- Are tolerant, open minded and not prejudiced;
- Are determined and have a strong work ethic;
- Will be thoughtful and compassionate with the ability to listen and challenge in a considerate fashion;
- Have good communication skills;
- Offer themselves as good role models for future generations of learners and citizens;
- Can demonstrate strong self-belief and confidence and have high aspirations;
- Are team players who can work and support others, and where necessary are able to take on leadership roles.

## Learning and Development

We welcome colleagues who drive their own professional development and who consider themselves lifelong learners. To encourage this we offer a professional learning journey which can be tailored to your individual needs. We provide experiences, social learning and formal programmes that will enable you to develop new skills, and to work, collaborate, learn and develop with colleagues across our large network.

Your journey will be accessible through the knowledge exchange to enable you to be responsible for your own learning and development. You will have access to the market place, resources and online communities to share good practice and be part of the vast learning opportunities across our network.

We are the largest network of academies in England allowing you to develop your skills, knowledge and expertise in a variety of different settings and locations across the country.

Our journey is designed to create a clear career pathway from induction, to statutory/core development, supporting further development, talent management and career progression. We will support you in achieving excellence together and stretch your learning and development to have greatest impact across our network.





## **Google Education**

Google Education is an exciting and innovative way of learning, introducing easy tools to engage students whenever, wherever on any device!

In summer 2012, AET adopted G Suite for Education, the free web-based communication and collaboration suite available to education establishments.

With products including Gmail, Google Calendar, Google Drive, Google Sites and Google Classroom, AET recognised the potential it would bring to classroom learning, knowledge sharing across the academies, improvements in administrative efficiency and providing access from home for all.

This enables all our students and staff to have access to the most up-to-date technology. Our academies have also rolled out many class sets of Google Chromebooks, affordable browser-based laptops that provide quick, simple access to the web!



## Staff Benefits

### Career Development

- Apprenticeships
- Financial Support towards achieving further Qualifications
- Leadership Programmes
- Progression Opportunities
- Teacher Training Programmes

### Family Friendly

- Childcare vouchers – If you are using registered or approved childcare, you can choose to take part of your salary in childcare vouchers to pay for it which are Tax and National Insurance free. This means you get extra value from your pay packet each month.

### Financial

- JTRS Apple Product Store–Employees, students and families are eligible to purchase a range of Apple products at preferential terms.
- EAG Essex Auto Group –Employees are eligible to receive preferential terms on the purchase of new vehicles within the EAG range of vehicle bands they offer. EAG also offer vehicle servicing and repairs, and hold an agency with Motability for those who require a vehicle to their specific disability needs.
- Pension

### Health and Wellbeing

- Hi-Tec Sport – Hi-Tec offer staff, students, and parents of the Group a discount on all footwear purchased directly from Hi-Tec via its online store.
- Westfield Health – The Group has enjoyed a business partnership with Westfield Health since 2008, which offers an opportunity to obtain cash back for eligible employee's routine health needs. The scheme provides an excellent range of benefits for you and your dependent children.



## **Academies Enterprise Trust - Safe Recruitment Procedure**

Academies Enterprise Trust is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

### **Disclosure and Barring Service**

A Disclosure and Barring Service Certificate will be required for all posts.

### **Shortlisting**

Only those candidates meeting the right criteria will be short listed.

### **Interview**

1. Those shortlisted will take part in an in-depth interview process.
2. Candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

### **Reference Checking**

References from the previous and current employer will be taken up for shortlisted candidates and, where necessary, employers may be contacted to gather further information.

### **Probation**

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to 3 months). The probation period is a trial period, to enable the assessment of an employee's suitability for the job for which they have been employed. It provides the academy/trust with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

### **Equal Opportunities**

Academies Enterprise Trust recognises the value of, and seeks to achieve, a diverse workforce which includes people from differing backgrounds with different skills and abilities. AET takes positive steps to create an employment culture through its Board of Governors, managers and other employees, in which people can feel confident of being treated with fairness, dignity and tolerance irrespective of their individual differences. This commitment extends beyond the relationship between and conduct of employees and potential employees, to the whole community and others connected with it. AET is committed to the elimination of unlawful discrimination and to the promotion of good relations between all.

### **Data Protection**

Personal data provided on your application, and for equal opportunities monitoring, is required to enable Academies Enterprise Trust to operate and monitor its recruitment and employment procedures. Data is kept secure and accurate, and disclosure is restricted to those people within the organisation who have a need to access it. Personal data supplied by you is destroyed within prescribed time limits, unless you are appointed, in which case the data you have supplied will form the basis of your individual staff record.