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Dear Applicant

Thank you for requesting details about a support role at Bradford Academy.

I have lived and worked in Bradford throughout my teaching career. It holds a vibrant, diverse community and possesses unique character. Its diversity reflects Britain. The Academy plays an important part in preparing young people for life in our complex society. Students are prepared to be active participants in their own communities through developing relationships and understanding the importance of exercising their voice. We hold this dear and believe it to be a major reason behind our success. We are developing leaders for the future; both staff and students.

You have shown interest in us at an exciting time. We have recently celebrated our tenth anniversary and continue to be judged by Ofsted as a ‘good school’. Having expanded our age range with students from the ages of 2 to 19, you will appreciate that this is no mean feat and we don’t sit still. We invest in supporting our students and our teaching staff and we know that the various support roles are integral to our success.

I have worked at the Academy since its inception and am incredibly proud of our achievements. Success is down to working hard. We listen to each other. We do not shy away from challenge.

Why do you want to work for this Academy? I would ask you reflect on the following:

* Your tenacity in being the best.
* Your sense of moral purpose.

You need to be committed to improving the life chances of our students for whom educational success is the only secure route to raising the quality of their future lives. Can you demonstrate how you would contribute to our team to get results? You get things done.

We need colleagues who share our values and aspirations.

Does this resonate with you? Are you inspired? Then start your journey and submit your application.

Yours sincerely,

C:\Users\m.metcalfe\AppData\Local\Microsoft\Windows\Temporary Internet Files\Content.Outlook\N9SELV02\THI Sig.jpg

Tehmina Hashmi

**Executive Principal**

If you would like more information please contact our HR Department on

01274 256789 or by email to [recruitment@bradfordacademy.co.uk](mailto:recruitment@bradfordacademy.co.uk)







**Learning Assistant - Secondary**

**Job Description**

**Post Title:** Learning Assistant

**Salary: Grade:** 2/3 Salary Point Range 12-17

**Standard Hours:** from 31.5 hours

**Timing:** Term Time Only

**Note: *this position is subject to the successful completion of an initial 6 month probationary period and a review at the end of the year***

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| **Principal Duties** |
| * To work as directed to address the learning development of learners with additional needs. |
| * To provide support to the teacher in the management of the learners. |
| * Support and enhance access to learning for all learners with additional needs as directed. |
| * To keep appropriate records of learners achievements, progress and issues in an agreed format and report on this in line with Academy policy. |
| * To contribute to the overall work and ethos of the Academy. |
| * To respect the confidentiality of the Academy and its learners. |
| **Main Accountabilities:** |
| * To assist and enable learners with additional needs in following programmes and activities designed by the teacher and/or member of appropriate support agencies/services. This would include further differentiation as required. |
| * To work with teachers to produce differentiated resources, and contribute to collaborative planning |
| * To provide intervention and one:one support as directed by the Director of Personalising Learning, class teacher or Learning Development Management Team |
| * To promote inclusion and acceptance of all learners in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher. |
| * To encourage learners to act independently as appropriate. |
| * To be responsible, when appropriate, for the mobility, medical and hygiene needs of the learners. |
| * To support the annual review process when required, to include brief written comment. |
| * Provide input to the Learner Passport / IBP/Provision Map or other designated plan as and when required. |
| * To be responsible for the supervision of students at break and lunchtime as directed by the SEN management. This may involve manual feeding and hygiene arrangements. |
| * To assist with the invigilation and support for learners in any examinations as required. |
| * To attend meetings and training exercises as directed by the DoPL – Learning Development and/or SENCo. |
| * To attend and participate in meetings as required. |
| * To undertake personal development and improve own practice through training and other learning activities including performance management and membership of the Academy Professional Learning Community as required. |
| * To accompany teaching staff and learners on visits, trips and out-of-Academy activities as required. |
| * To work as part of a team and support the role of other people within the team. |
| * To be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to a nominated person. |
| * To uphold the school's policy in respect of Safeguarding including committing to the Code of Ethical Practice |
| * LA’s should not refuse to undertake work which is not specified on this form but they should record any additional duties they are required to perform and these will be taken into account when the posts are reviewed. |

**Conditions of Service**

**Scale Point Range:** SCP12 – 17 (**Pro-Rata Term Time Only)**

31.5 hour posts 8.15 am – 3.15 pm Monday – Thursday

8.15 am – 2.15 pm Friday

**Training Day Tuesdays until 4.30pm**

**Learning Assistant**

**Person Specification**

|  |  |
| --- | --- |
|  | **Essential** **or Desirable** |
| **QUALIFICATIONS AND ATTAINMENTS** |  |
| GCSE Grade C English and mathematics or equivalent | E |
| Level 3 qualifications or above | D |
| ICT qualification | D |
| **EXPERIENCE** |  |
| Experience of working with children | E |
| Experience of working in an educational environment | E |
| Experience of working with EYFS/Primary/ or Secondary aged children | D |
| Experience of working with disaffected learners | D |
| Experience of working with learners with BESD | D |
| Experience of working with learners with autism | D |
| Speech and Language experience | D |
| **SKILLS/KNOWLEDGE/QUALITIES** |  |
| Ability to communicate, consult and work with personnel at all levels on work related matters | E |
| Ability to priories workloads and meet timescales | E |
| Can demonstrate an acceptable level of numeracy and literacy to meet the needs of the post | E |
| Can demonstrate basic computer literacy | E |
| Approachable and co-operative | E |
| Ability to deal with situations diplomatically | E |
| Smart and tidy in appearance | E |
| Ability to work under pressure | E |
| Sense of humour | E |
| Assertive | E |
| Can demonstrate planning skills | E |
| Able to keep calm | E |
| Ability to relate to young people in a sensitive manner | E |
| Sets high standards for personal conduct and is an Ambassador for the Academy at all times. | E |
| **PHYSICAL REQUIREMENTS** |  |
| Normal vision (with or without glasses) | E |
| Able to hear (with or without aids) | E |
| Able to speak clearly | E |
| Able to cope with a physically demanding role | E |
| **CORPORATE RESPONSIBILITY** |  |
| To comply with the academy’s policies concerning Equal Opportunities and Health & Safety | E |
| To uphold the school's policy in respect of Safeguarding including committing to the Code of Ethical Practice | E |
| To continue personal development in the relevant area | E |
| To participate in the staff review and development process | E |

**Information for Applicants**

**Job Description**

This tells you the main responsibilities of the post and explains what we are looking for. It tells you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Person Specification**

This specification sets out which criteria will be used to shortlist candidates for interview.

**Visiting**

We welcome informal visits from all Applicants before they apply. If you wish to do so, please contact [recruitment@BradfordAcademy.co.uk](mailto:recruitment@BradfordAcademy.co.uk) to arrange an appointment.

**Applying**

If you decide to apply for this post please complete the enclosed application form. Your formal letter of application (supporting statement) should be no longer than 3 sides of A4 and should address the selection criteria and competences detailed in the person specification. The Academy must receive a signed copy of the form.

Please email to;

[recruitment@BradfordAcademy.co.uk](mailto:recruitment@BradfordAcademy.co.uk)

Or

Post to HR, Bradford Academy, Teasdale Street, Bradford, BD4 7QJ.

**Interviews**

Shortlisted candidates will be contacted within two weeks of the closing date.

All appointments will be subject to satisfactory DBS/ISA registration and reference checks.