



# Learning Support Assistant

Scale 5 Points 5 - 6

# Applicant information pack



**Pupils are friendly, polite and calm (Ofsted, 2018)**



Banbury Campus  
Sixth form



Wykham Park  
Academy



Futures Institute  
Banbury

**Welcome to Banbury Aspirations Campus**

**Wykham Park Academy (11-19) and Futures Institute (14 – 19)**

Spiritual, moral, social and cultural education is a strength. Pupils are well-prepared for life in modern Britain and are proud of their inclusive school community. (Ofsted May 2018)

Leaders have established a robust culture of professional learning among staff. (Ofsted May 2018)

Leadership of teaching, learning and assessment is strong. It has improved the quality of teaching rapidly. (Ofsted May 2018)

Thank you for considering Banbury Aspirations Campus for the next stage of your career. We seek an excellent **Learning Support Assistant** who has the knowledge, experience and passion to make a positive difference to lives and life-chances of our students.

This is an excellent opportunity for an ambitious practitioner, who wants to support the next stage of the development of the campus. You will work with the Welfare Manager and Attendance Officer to support students and their families.

Our campus is unique. We have two distinct schools and a cross campus sixth form which is in the top 25% of all schools in the country for progress. It is a team and a family of people who are all working together to achieve our mission of preparing our pupils for success in high quality apprenticeships or a place in university. We believe in a set of recognisable and traditional values: **honesty; kindness to all others; respect for all; hard work and persistence.**

We have very high expectations of all of our staff, but we value them highly, and treat work load very seriously. Our central team at Headquarters in London is highly experienced and knowledgeable and provide an excellent service to all of the schools in the Trust.

### **What we can offer you:**

- An unerring focus on the safeguarding and wellbeing of all students and staff

- A welfare team who achieve outstanding results in every monitoring exercise both internally by the Trust and externally from Ofsted
- A campus which has just seen its best GCSE results ever and another excellent set of A level results
- A campus where the sixth form is growing year on year
- A skilled and experienced administrative team
- CPD that starts as soon as you are appointed, with a clear induction programme
- A beautiful campus situated on the very edge of the Cotswolds, only half an hour from Oxford and an hour from London by train

## Who are we looking for?

- a kind and calm individual who can quickly foster and sustain positive relationships with adults and young people
- someone with the ability to recognise when a child is struggling and can decide on the appropriate support
- a professional who has an understanding of the community we serve

## Next steps:

We would be delighted to show you around our campus in order to fully appreciate our excellent learning environment.

Please contact [ttimms@wykhampark-aspirations.org](mailto:ttimms@wykhampark-aspirations.org) or ring 01295 251451 to arrange a visit or an informal, confidential discussion with Sylvia Thomas (Principal) about the role.

## Job Description

<b>Post Title</b>	Learning Support Assistant
<b>Salary/Grade:</b>	Grade 5 Points 5 - 6 £21,575 - £21,968 pro rata actual salary £14,826.44 -£15,096.51
<b>Campus:</b>	Banbury Aspirations
<b>Reporting To:</b>	Senco
<b>Disclosure Level:</b>	Enhanced
<b>Hours of Work:</b>	30 hours a week, 38 weeks (term time only) plus 3 Inset days
<b>Core Purpose:</b>	

To work within the school as part of the Student Support team, under the general direction of the Senior Assistant Principal, to support students who have a variety of learning needs.

Learning Support Assistants at this level may work with whole classes, smaller groups or be assigned to work with particular students who may have particular requirements or an EHCP

**Responsibilities and Duties:**

Undertaking activities with either individuals or groups of children in order to ensure their safety and facilitating their physical, emotional and educational development.

Carrying out pre-determined educational activities and work programmes whilst promoting independent learning, including working without the supervision of the teacher as appropriate.

Regularly utilising appropriate behaviour management skills in line with the school's relevant work policies, as well as those skills necessary to promote children's thinking.

Working to establish a supportive relationship with the children and parents concerned.

Encouraging acceptance and inclusion of children with special needs.

Promoting and reinforcing the children's self-esteem.

Undertaking assistance with reading and scribing as necessary for public and pre-public exams.

**Support the teacher by:**

Monitoring individual children's needs and reporting these to their designated supervisor as appropriate.

Keeping such records of the children's development as are required by the school.

Liaising with teaching staff in the planning and delivery of work programmes for individuals and groups of children. There is limited discretion to vary the programme without prior reference to the teacher.

**Support the school by:**

Being aware of and working in accordance with the school's policies and procedures.

Respecting confidential issues linked to home, other students, teachers, work or school, keeping confidences as appropriate, and acting on these matters as directed by the teacher.

**Support personal development by:**

Participating in the school's appraisal and employee development procedures.

Attending relevant training and development opportunities as required by the Principal.

**General:**

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## **Conditions of Service**

Governed by the National Agreement on Teachers Pay and Conditions, supplemented by local conditions as agreed by the AAT.

## **Special Conditions of Service**

Due to the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions on their application form and are expected to disclose such information at the appointed interview.

As this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to police checks. If candidates are successful in their application, prior to taking up post, they will be required to give written permission to the Department to ascertain details from the Police regarding any convictions against them and, as appropriate the nature of such conviction/s.

## **Equal Opportunity**

The post holder will be expected to carry out all duties in the context of, and in compliance with, the academy's Equal Opportunities Policies.

This job description will be reviewed at regular intervals and is subject to change as the needs of the academy evolve.

## **Banbury Day Nursery**

Applicants may be interested to know that we have a full-time (51 weeks per year, 8.00am – 5.30pm) Day Nursery for infants (6 months) to pre-school children on campus. Availability of places and rates of fees can be obtained from Mrs Brooker, Nursery Manager (Tel. 01295 256400).

## **Safer Recruitment Procedure**

The AAT 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. This process is outlined below, but can be provided in more detail if requested.

## **Disclosure**

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

## **Shortlisting**

Only those candidates meeting the relevant criteria indicated in the personal specification will be taken forward from application.

## Interview

Longlisted candidates may be subject to a screening interview. Those shortlisted will take part in an interview with questions relating to the job description and person specification.

Where necessary, candidates will be asked to address any discrepancies, anomalies or gaps in their application form.

## Reference checking

At least two references will be requested, normally from the previous and current employers. These may be contacted before the interview and in all case before an offer of appointment is confirmed.

## Person Specification

(A) Assessed by application (R)  
Assessed by the recruitment process

Qualifications and experience	Essential	Desirable	Source of evidence
Educated to a minimum of level 2 with C grade or equivalent in English and maths	x		A
Significant experience of working with children through individual and/or group-based support	x		A
Knowledge, skills and abilities			
An understanding of child development, particularly during adolescence	x		R
Can rapidly build and sustain professional positive relationships with young people			R
Ability to work on own initiative and as part of a team	x		R
Ability to communicate clearly and effectively	x		R
Ability to work on own initiative and as part of a team	x		R
Competent with a range of IT applications	x		R
Physically fit and emotionally resilient	x		A, R
Excellent attendance and punctuality record	x		A, R

**Other factors**

Commitment to the safeguarding of children	x		I
Commitment to Equal Opportunities and antidiscrimination practice in employment and service delivery	x		I
Commitment to own professional development	x		AF