

# Candidate Pack

## Learning Assistant

NJC Grade 4 (£20,493 - £23,080 FTE)

Required: ASAP



Dear Candidate,

Welcome to The Bramble Academy. As the Principal, I take great pride in leading the school and supporting every child as they start their educational journey. We have a clear vision which drives our passion for learning and securing the very best for the young people we serve, "Opening minds, creating opportunities for all to believe in themselves, fulfil their potential and develop the skills needed to succeed and enjoy life".

Having worked with children for over a decade and being a parent myself, I am keen to ensure that we foster a love of reading whilst growing creative and curious learners who are eager and excited to be in school.

At Bramble Academy we deliver an exciting and innovative curriculum, one which uses the novel study approach. Interwoven into this are the Bramble pledges; our curriculum experiences that open a wealth of opportunities for all children to explore and deepen their understanding of what they are studying. We very much feel that all children are entitled to a variety of experiences, opportunities, and visits to support their learning, knowledge and understanding and we provide this at no cost to parents.

The school is the hub of the community, and we work closely with parents to raise standards and have consistently high expectations of everyone.

All of our work is underpinned by our 5 Core Values which drive everything we do. We celebrate and reward in line with our values as well as ensuring our actions and behaviours are supported by them.

- **Ambition:** Fulfil your Potential
- **Integrity:** Be honest & trustworthy
- **Inclusivity:** Respect for everyone
- **Endeavour:** Always work hard
- **Resilience:** Never give up

Our aim is to work alongside our families and the local community to ensure that our children can be the very best versions of themselves and turn into responsible citizens of the future.

We would be delighted to show you around our wonderful academy so you can see for yourselves the amazing children we have here and the wonderful work that they do.

**Mrs Natalie Aveyard** - Principal



As part of The Bramble Academy the successful candidate will have the opportunity to:

- Work as part of a fantastically passionate team of colleagues who are highly committed to making the school a success.
- Work in an environment where colleagues can trial new educational innovations and share best practice.
- Be part of a community where children are so eager to learn.
- Know colleague's wellbeing is considered in all aspects and that we are human beings first with our own families and situations outside of work.



## How to Apply

Should you wish to apply for the post, please complete and return an application form along with a covering letter, which clearly demonstrates your suitability for this role, via email to the Bramble Office - [office@bramble.evolutrust.org](mailto:office@bramble.evolutrust.org)

Applications can also be submitted by post, for the attention of the HR Department, to the following address:

**Human Resources,**  
Bramble Academy  
Oxclose Lane  
Mansfield Woodhouse  
NG19 8DF

## Application forms

These can be downloaded from the Bramble website [Bramble Academy - Vacancies](#) . Wherever possible, please complete these forms digitally and please provide email addresses for your referees.

## Closing Date/Interviews

Please ensure your application arrives by the post's closing date – **Monday 13<sup>th</sup> June at 4pm.**

If you have not heard from us within 2 weeks of the closing date, please assume that unfortunately, on this occasion, your application has not been successful.

*Referees will not be contacted without the express permission of candidates and only if you are shortlisted for an interview.*

*Please be aware that by contacting The Bramble Academy about this role, or applying, your data will be held in accordance with our [Privacy Policy](#).*

## Safeguarding

The academy is committed to safeguarding and promoting the welfare of children and young people and expects all colleagues and volunteers to share this commitment. The successful candidate will be required to undertake a criminal record check via the DBS.

## Job Description: Learning Assistant

<b>Post Title:</b>	Learning Assistant
<b>Salary/Grade:</b>	NJE Grade 4
<b>Contract:</b>	Permanent
<b>Responsible To:</b>	DHT
<b>Disclosure Level:</b>	Enhanced
<b>Required:</b>	As soon as possible

### **Purpose:**

- To lead on the development and delivery of alternative and specific individualized programmes beyond the core offer for named students.
- To support pupils with additional learning needs in the classroom using materials provided and following advice given implement strategies.
- To monitor progress and report to the AHT.

### **Duties:**

- To develop and deliver specific programmes to meet needs of identified target groups in order to enable them to develop strategies to improve their reading, writing, numeracy and life skills.
- To support students with additional needs in the classroom through using appropriate strategies and differentiated materials under the general direction of the teacher.
- To deliver programmes to named students.
- To provide cover supervision as necessary in emergency situations to facilitate continuity and progression for students.
- To be responsible for assessing student progress, maintaining records and reporting to teachers/leaders.
- To supervise activities as directed by AHT.

### **General:**

- Be aware of the Data Protection Act and other legislation to ensure confidentiality of records and information.
- Responsibility for the safeguarding and promoting the welfare of children.
- To undertake duties as required.

### **Health and Safety:**

- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with Health, Safety and Welfare.

### **Continuing Professional Development – Personal:**

- Undertake any professional development necessary as identified in SIP.



**Additional points:**

All staff are required to maintain confidentiality in relation to student's staff and parent information.

All staff are expected to comply with academy and trust policies

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

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 school 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.

The job description may be subject to amendment or modification, should circumstances change, any changes will be discussed with you in the first instance. Should a disagreement arise, you will be afforded the opportunity of a meeting to resolve the matter with your line manager. You may wish to be accompanied at this meeting by a representative of your Trade Union if you so wish.

In addition to the duties specified you may be asked to undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific cases.

The job description does not form part of the contract of employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on any or all of them.

## Person Specification: Learning Assistant

ATTRIBUTES	ESSENTIAL	DESIRABLE
Education and Training	<ul style="list-style-type: none"> <li>• Grade C or above GCSE English (or equivalent).</li> <li>• Grade C or above GCSE Maths (or equivalent).</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid Certificate</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Successful experience of working with young people within KS1/2 provision with additional needs.</li> <li>• Experience of supporting young people with learning difficulties.</li> <li>• Experience of working in a classroom setting.</li> </ul>	<ul style="list-style-type: none"> <li>• Delivering interventions involving Lexia and Phonics.</li> </ul>
Skills, Knowledge and competences	<ul style="list-style-type: none"> <li>• Good oral and written communication skills</li> <li>• Good organisational skills</li> <li>• Knowledge and use of Microsoft software and e-mail</li> <li>• Ability to maintain accurate records</li> <li>• A commitment to teamwork</li> <li>• Able to form positive relationships</li> </ul>	
Personal qualities	<ul style="list-style-type: none"> <li>• Energy, optimism, initiative, flexibility and commitment</li> <li>• Hard working</li> <li>• Reliable</li> <li>• Approachable</li> <li>• Enjoy working with others</li> <li>• Personality and sense of humour</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Suitable to work with children</li> <li>• Committed to safeguarding and promoting the welfare of children and young people on a daily basis</li> <li>• Commitment to raising standards of academic and personal achievement</li> </ul>	