



**Standish Community High School**

## Learning Support Assistant Level 2 Candidate Information Pack



Closing Date: Friday 9<sup>th</sup> September 2022 at 9.00 a.m.  
Interviews to be held W/C Monday 12<sup>th</sup> September 2022



**MULTI ACADEMY TRUST**

Standing Together, Learning Together

**Chief Executive Officer: Andy Pollard**

## Who we are:

The Mosaic Multi Academy Trust was established in 2017. The schools in the Trust are Standish Community High School, Southlands High School and Golborne Community Primary School. The work for all in the Trust is to serve the educational interests of students in becoming successful learners, confident individuals and responsible citizens, irrespective of background or ability. We have set our Trust on achieving:

- Ambitious expectations with successful outcomes so that no child is left behind in achieving all they can
- Academies committed to excellent teaching and learning with highly performing personnel
- Well led academies across all levels working within well-established staffing structures
- Self-evaluation built around accountability, development and improvement. Each academy will have data astute and responsive management systems
- Academies that offer engaging, relevant and well-considered curricula
- Excellent Trust governance that will ensure we are a Trust that is financially viable and forward thinking
- Academies that provide safe and positive learning environments by dedicated members of support.



**Standish Community  
High School**

At Standish Community High School, we are committed to the highest levels of academic achievement, personal growth and lifelong fulfilment. Our motto 'Be Outstanding' captures our determination and belief that all of our students deserve the very best education and opportunities that enable them to flourish and grow in confidence and develop the skills and expertise, to become happy and well-rounded, successful individuals.



**SOUTHLANDS  
HIGH SCHOOL**  
Endeavour for Excellence

Southlands High School believes in being a strong and loyal community in which every student and every member of staff is supported to achieve their very best and reach their fullest potential. Through high quality teaching, strong pastoral systems and a focus on personal development, we seek to prepare each and every student for the bright and optimistic future ahead of them.



At Golborne Community Primary School, our constant aim is to facilitate children's learning in a warm, encouraging and respectful community existing in a quality and stimulating environment. Our ethos relies heavily on the concept of independent learning and self-discipline. We hope to develop in all children the desire to learn and the ability to apply their full knowledge. At the same time, we want to help each child find the self-esteem and confidence that are so necessary to live a full and happy life.

August 2022

Dear Applicant,

**Learning Support Assistant Level 2**

Many thanks for your interest in the above position. Please find enclosed the following documents:

- ❖ Information about Standish Community High School
- ❖ Exam Results
- ❖ Job Description
- ❖ Person Specification
- ❖ Arranging a Visit/Application Process
- ❖ (Further Trust Information) Mosaic MAT Strategy 2021 – 2025

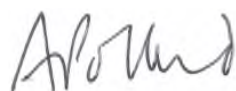
Standish Community High School is advertising for a temporary in the first instance a Learning Support Assistant Level 2 to commence employment as soon as possible. The successful candidate will take a full and active role in the life of our school and will join a dedicated, hardworking team. You will work across our Key Stage 3 and Key Stage 4 classes supporting the needs of our SEND and vulnerable pupils as well as planning and delivering intervention when required.

The working hours will be 20 hours and 40 minutes per week, term time plus 3 days, 8.30 am to 4.10 pm Tuesday, 8.30 am to 3.30 pm Thursday and Friday.

Your completed application form found at [Home | greater jobs](#) should be accompanied by a covering letter which outlines your suitability for the post. Completed application forms can be forwarded by email to: [recruitment@standishchs.wigan.sch.uk](mailto:recruitment@standishchs.wigan.sch.uk). You can now also apply through Teacher Vacancies [Find a job in teaching - Teaching Vacancies \(teaching-vacancies.service.gov.uk\)](#) and TES.

Applications will be considered as soon as they are received, and the closing date will be Friday 9<sup>th</sup> September 2022 at 9.00 am. Interviews are scheduled to take place w/c 12<sup>th</sup> September 2022. Any offer of employment is subject to a satisfactory enhanced criminal record check with barred list through the Disclosure and Barring Service (DBS), medical clearance, references and verification of qualifications satisfactory to the Trust.

Yours faithfully,



Mr A Pollard  
**Executive Headteacher**



# Standish Community High School

August 2022

Dear Applicant,

Welcome to Standish Community High School.

Thank you for considering an application for the temporary post of Learning Support Assistant Level 2 at Standish Community High School. I am happy to recommend Standish to you as a high performing and successful school with an intake of 1300 students. In our most recent Section 8 Ofsted Inspection carried out in October 2021, we retained the judgement of "good". However, we continue to work relentlessly to achieve "outstanding" (<https://files.ofsted.gov.uk/v1/file/50173438>)

Our attainment figures for 2015 placed us in the top non-selected state-funded schools in England. This accolade has contributed to our designation as a Leading Edge school by the Secondary Schools and Academies Trust (SSAT). For the fourth year running we were placed in the top 10% of non-selective schools nationally for attainment and in 2016 and 2017, we were placed in the top 20% of schools nationally for progress. These awards, along with others we have received, show our aspirations and ambitions for our students and equally the commitment, dedication and professionalism of our staff. We were delighted that our successes continued in 2018 and 2019 achieving positive progress 8 scores.

Although all schools are facing considerable change in education, we believe that our core values and positive ethos will guide us as we face the future. As a school, we remain entirely focussed on and determined to unleash the potential in all students irrespective of background or ability.

Standish Community High School has formed a Multi Academy Trust, as the lead school, with another local secondary school and more recently a local primary school. This has provided the potential to open greater career opportunities in the near future. The Mosaic Academy Trust, as an organisation seeks to value each and every member of the community, to become a family of schools that will welcome other schools and be a Trust, whose chief aim is to become stronger as a whole than by the sum of its parts. The Trust has a Trade Union Recognition Agreement in place.

Hopefully, this has inspired you to take a serious look at Standish. I consider it a tremendous privilege to be the Headteacher at Standish and lead such an incredibly well-motivated and inspiring team of teachers and support staff.

I look forward to receiving your application form.

Yours faithfully,

Mrs L Barker  
**Headteacher**

## EXAM RESULTS

	2017	2018	2019	2020	2021
<b>Attainment 8</b>	54.26	55.8	54.6	n/a	n/a
<b>Progress 8</b>	0.37	0.24	0.24	n/a	n/a

<b>Standish</b>	2017	2018	2019	2020	2021
<b>5 x 9 – 4 including English and Maths</b>	80	79	81	81	85
<b>English and Maths Grade 4 and above</b>	84	85	85	85	88
<b>3 9 – 7</b>	37	40	38	40	41
<b>5 9 – 7</b>	29	29	24	28	25

<b>English Grade 9 – 4</b>	94	95	92	93	94
<b>English Grade 9 – 5</b>	80	86	82	84	86
<b>English Grade 9 – 7</b>	43	47	44	42	40

<b>Maths Grade 9 – 4</b>	85	86	85	85	87
<b>Maths Grade 9 – 5</b>	64	70	62	66	66
<b>Maths Grade 9 – 7</b>	32	33	24	29	30

<b>Standish Subjects</b>	<b>Grade 9s – 2017</b>	<b>Grade 9s – 2018</b>	<b>Grade 9's - 2019</b>	<b>Grade 9'S – 2020</b>	<b>Grade 9'S – 2021</b>
<b>English Language</b>	22	15	21	20	24
<b>English Literature</b>	35	19	16	21	26
<b>Maths</b>	16	15	12	16	17



## JOB DESCRIPTION

INTRODUCTION	
<b>Post Title:</b>	<b>Learning Support Assistant Level 2</b> (Temporary in the first instance)
<b>Purpose:</b>	To work under the guidance / instruction of designated teaching/senior staff to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff.
<b>Line Management:</b>	Deputy Headteacher, SENDCo and HLSA's
<b>Liaising with:</b>	SENDCo, SLT, HLSA's teachers and support staff, students, parents/carers and outside agencies.
<b>Working time:</b>	20 hours and 40 minutes per week, term time plus three days Monday 08.30 – 16.15, Tuesday 08.30 – 16.10, Wednesday – Friday 08.30 – 15.15
<b>Salary /Grade:</b>	Grade 4, SCP 5 - 8 (£19,650.00 - £20,852 per annum) Actual salary £9,305.24 - £9,874.45
<b>Disclosure Level</b>	Enhanced
<b>Conditions of Employment</b>	No holidays are permitted during the 190-day teaching year.
<b>Main Duties / Job Outline</b>	<p><b>Support for students</b></p> <ul style="list-style-type: none"> <li>• Establish rapport and respectful, trusting relationships with students, acting as a role model and setting high expectations</li> <li>• Supervise and support students to undertake agreed learning activities / programmes linked to local and national curriculum and learning strategies</li> <li>• Adjusting activities according to student responses and needs, including for those students with special educational needs</li> <li>• The role may include supporting and implementing student's personal programmes including social, health, physical, and hygiene and welfare matters. The student may also need assistance to access different areas of the school. Following appropriate training and in line with the school procedures to administer medication as requested</li> <li>• Promote inclusion and acceptance of all students by encouraging them to interact with each other and to engage in activities led by the teacher</li> <li>• Support the effective use of ICT in learning activities and develop student's competence and independence in its use</li> <li>• Support the implementation of Individual Education Plans and Behaviour Plans</li> <li>• Promote self-esteem and independence amongst students.</li> <li>• Provide feedback to students on their progress and achievement under the guidance of a teacher, in line with school policy</li> </ul> <p><b>Support for Teachers</b></p> <ul style="list-style-type: none"> <li>• Promote good student behaviour, dealing promptly with conflicts in line with school behaviour policies</li> <li>• Establish constructive relations with parents and carers, promoting the school's home / school liaison policy</li> <li>• Assist the teacher with the preparation of teaching and learning materials and resources</li> </ul>

	<ul style="list-style-type: none"> <li>• Provide detailed feedback to teachers on student's achievement, progress, problems etc.</li> <li>• Undertake student record keeping as requested, and ensure SMART targets are set and measured for all. (Plan, do, review).</li> <li>• Maintain a purposeful, orderly and supportive environment, in accordance with lesson plans</li> <li>• Prepare, maintain and use equipment / resources required to meet the lesson plans / learning activity and assist students in their use</li> <li>• Administer and mark straight forward routine tests, e.g. spelling or mental arithmetic, and invigilate tests / exams as required</li> <li>• Administer and mark straight forward routine tests, e.g. spelling or mental arithmetic, and invigilate tests / exams as required</li> <li>• Liaise sensitively and effectively with parents and carers as agreed by the teacher regarding progress and achievements</li> </ul> <p><b>Support for the school</b></p> <ul style="list-style-type: none"> <li>• To support others within the classroom and the school, contributing to the achievement of school objectives by working as part of a team</li> <li>• Assist with activities outside the classroom, working as part of a team to oversee students and additional support, e.g. lunchtime, after school support and interventions to support and enhance learning</li> <li>• Accompany teaching staff and students on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of the teacher</li> </ul>
<b>Health and Safety Training</b>	<ul style="list-style-type: none"> <li>• To undertake Health and Safety Training on areas within the designated work area</li> <li>• During fire evacuations be responsible for accounting for staff / being a fire marshal and follow procedures explained in the Fire Safety and Evacuation Procedures Policy</li> </ul>
<b>Other Specific Duties</b>	<ul style="list-style-type: none"> <li>• To carry out the duties in the most effective, efficient and economic manner available</li> <li>• To continue personal development in the relevant area</li> <li>• To participate in the staff review and development appraisal process</li> <li>• To support the development and promotion of an image that is consistent with the aims of the school</li> <li>• Provide general clerical / admin support when necessary, for example; photocopying, filing, completing standard forms, responding to routine correspondence</li> <li>• Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person</li> <li>• Commitment and support to ensure equal opportunities for all</li> <li>• Contribute to the overall ethos / work / aims of the school</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend and participate in relevant meetings as may be reasonably directed</li> </ul>
<b>School Ethos</b>	<ul style="list-style-type: none"> <li>• Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to 'be outstanding'</li> <li>• Promote actively the school's corporate policies</li> <li>• Comply with the school's health and safety policy and undertake risk assessments as appropriate</li> </ul>
<b>SIGNATURES</b>	
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.	

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements, which are commensurate with the job title and grade.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified. Employees are expected to comply with any reasonable request from the Headteacher / SLT link to undertake work of a similar level that is not specified in this job description.

Signed .....  
(LSA 2)

Signed .....  
(Headteacher)

Dated .....  
(LSA 2)

Dated .....  
(Headteacher)

#### **SAFEGUARDING OF CHILDREN AND YOUNG PEOPLE**

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



## PERSON SPECIFICATION LEARNING SUPPORT ASSISTANT LEVEL 2

Aspect	Essential / Desirable	Application/ Interview / Reference
<b>EXPERIENCE</b>		
Experience of working and interacting with children of a relevant age and or learning need	E	A, I
Experience of working with children with special educational needs	D	A, I
<b>TRAINING &amp; QUALIFICATIONS</b>		
Minimum of 3 GCSE's Grades (A to C) including English & Maths or equivalent	E	A, I
NVQ Level 2 or equivalent qualification experience / comparable level of experience or willingness to work towards qualification	E	A, I
Willingness to undertake further relevant teacher assistant training	E	I
Willingness to undertake basic first aid / training in specific medical procedures	D	A, I
<b>KNOWLEDGE &amp; UNDERSTANDING</b>		
<b>Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post</b>		
Knowledge of Health and Safety	D	A, I
Knowledge and understanding of providing support to children with special educational needs	D	A, I
Effective use of how to use ICT to support learning	E	A, I
Experience of working with learning resources and helping with their preparation to support learning programmes	E	A, I
Ability to self-evaluate learning needs and actively seek learning opportunities	E	A, I
General understanding of the national/foundation stage curriculum and other relevant learning programmes/strategies	D	A, I
Understanding of relevant policies, codes of practice and awareness of relevant legislation	D	A, I
Understanding of child development and learning processes	D	A, I
Understanding equal opportunities and an awareness of potential barriers children may have around learning	E	A, I
To be aware of the sensitive issues involved in working on a one-to-one basis with challenging students and to maintain professional relationships at all times	E	I
<b>PERSONAL SKILLS, ABILITIES AND COMPETENCIES</b>		
<b>Applicants should be able to provide evidence that they have the necessary skills and abilities required</b>		
Ability to converse with and relate well to students with communication difficulties	E	A, I
Ability to communicate well with adults	E	A, I
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	E	A, I, R
Ability to work in accordance with the schools health and safety policies	E	A, I

Professional attitude and a positive role model for staff	E	A, I
Ability to work confidentially with others	E	A, I
Reliable and a good time keeper	E	A, I, R
Maintain confidentiality and be tactful and diplomatic	E	A, I
Integrity, professionalism and diplomacy	E	A, I
Honest and trustworthy	E	A, I
<b>PERSONAL QUALITIES</b>		
Integrity, professionalism and diplomacy	E	A, I, R
Tact and a sense of humour	E	A, I, R
A personal and friendly nature	E	A, I
<b>APPLICATION</b>		
Accurate completion of school or online application form	E	A
Letter which addresses person specification, evidence in letter and application	E	A
High standards in spelling and writing	E	A
<b>LEGAL ISSUES</b>		
Legally entitled to work in the UK	E	A
Enhanced DBS Clearance	E	
Valid UK Driving Licence, access to a vehicle with business insurance	D	A

## Arranging a visit:

Candidates wishing to visit the school or arrange a telephone discussion can contact Rachael Atherton, School Payroll and HR Manager, who will arrange a suitable time: 01257 478731.

## Application process:

To apply, please visit [Home | greater jobs](#). Completed application forms can be forwarded by email to: [recruitment@standishchs.wigan.sch.uk](mailto:recruitment@standishchs.wigan.sch.uk). You can now also apply through Teacher Vacancies [Find a job in teaching - Teaching Vacancies \(teaching-vacancies.service.gov.uk\)](#) & TES.

Advertising date: 22<sup>nd</sup> August 2022  
Closing date: 9<sup>th</sup> September 2022 9.00 a.m.  
Short listing: 9<sup>th</sup> & 12<sup>th</sup> September 2022  
Interview dates: WC 12<sup>th</sup> September 2022

In line with Safer Recruitment guidelines, we will be taking up references in advance of the interviews and taking them into account throughout the interview process.

Standish Community High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures. Enhanced checks through the Disclosure and Barring Service (DBS) will be required for this post.

The post is likely to come under the requirements of the Childcare (Disqualification) 2009 Regulation and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations and is also subject to medical clearance.

More information about the school can be found on the website [www.standishchs.wigan.sch.uk](http://www.standishchs.wigan.sch.uk)

When completing your application (or online application), please ensure that all sections are completed, gaps in employment history are accounted for and details of awarding bodies included. You should refer to the job description and person specification to guide your letter of application. Your supporting statement should be no more than 2000 words. Please note that late applications will not be considered.



# MOSAIC MULTI ACADEMY TRUST STRATEGY 2021 – 2025

## Vision

**“The Mosaic Multi-Academy Trust exists to help all Headteachers, school leaders and their schools flourish”**

Mosaic MAT partner schools will treat each student as a unique individual, tailoring the curriculum to academic, vocational and extra-curricular, to ensure each achieves their optimum potential. Our chief aim is that the curriculum ensures that students become successful lifelong learners, confident inspired individuals and responsible aspiring citizens.



## Values

**Care:** *We are considerate of others and execute our responsibilities with attention to detail.*

**Hope:** *Our decisions are made on a positive expectation of success.*

**Openness:** *We conduct all conversations with transparency and frankness.*

**Integrity:** *Our work is characterised by honesty and a strong moral purpose.*

**Collegiality:** *Our aim is to work in collaboration, cooperation and companionship with all colleagues.*

**Endeavour:** *We aim to be the best we can be in all that we do.*

**Service:** *Our work is primarily for others; our success is measured by the success achieved by others.*

## STRATEGY 1

**Excellent quality of education with ambitious curriculum design and delivery. Implementation by professionally developed and expert senior and middle leaders.**

- 1. Curriculum development** - We will ensure that each school's curriculum meets the needs of all students
- 2. Teaching development** - We will ensure that curriculum design and excellent teaching are complementary strengths led by subject leaders
- 3. Appraisal** - We will ensure that appraisal processes maximise the potential in our teachers and create a culture of development and innovation in our schools
- 4. Inclusivity** - We will make sure our learning intentions and experiences are provided for all students irrespective of background or ability. We will ensure that personal development intentions ensure that barriers to learning are removed and extra-curricular pursuits are open to all.



## STRATEGY 2

**Partnership and accountability. All of our students will benefit from being a part of a wider family of schools**

1. **Ofsted** - We will ensure that all schools provide excellent overall effectiveness
2. **School Improvement** - We will have strategic approach to school improvement where all of our schools will be both supported and challenged
3. **ESFA and ICFP – Integrated Curriculum Financial Planning** - We will ensure that key performance indicators that relate to the curriculum inform sound financial planning
4. **Governance** - The Trust will have established a governance structure with active participation from all trustees and governors. All skills needed to fully address the scope of governance will have been achieved
5. **Growth** - We aim to grow in proportion to our success. The first phase is to achieve between 5000 and 8000 students in the MAT.



## STRATEGY 3

**Sustainable, efficient and effective and cost-efficient planning and management to ensure the best learning opportunities for our students.**

1. **Virtuous Circle** - We will ensure the Trust establishes principles of organisational sustainability – economic, effective and efficient
2. **Central Services** - We will develop a highly capable central function that will provide efficient and effective services trust-wide
3. **Estate Management** - We will ensure that the fundamentals of good estate management are in place so that we will make the most of our resources
4. **Risk** - We seek to ensure that trustees and senior leaders work effectively through the context of risk: risk assessment and risk management
5. **Workload** - We will reduce the burden of unnecessary work on the workforce
6. **Safeguarding** - We will ensure the safety and well-being of all associated with Mosaic MAT.