



# Learning Support Assistant



Dear Applicant,

Thank you for your enquiry regarding the position of **Learning Support Assistant** at Oasis Academy Hadley. We are part of Oasis Community Learning which runs over 50 academies across the UK. We need an enthusiastic and talented practitioner to support the Science Team.

I hope you find the information pack helpful. If you would like to apply, please complete the Application Form and Equal Opportunities form (CVs are not accepted) and return it to Hadley HR, by either of the following ways:

Email: [hr@oasishadley.org](mailto:hr@oasishadley.org)

Post: People Directorate Office  
Oasis Academy Hadley  
143 South Street  
Enfield  
EN3 4PX

If you would like to discuss the post please contact, Alice Weeks, People Directorate Officer on 020 8804 6946 ext 73012 or email [hr@oasishadley.org](mailto:hr@oasishadley.org).

The closing deadline for applications is no later than **8am on Friday 20<sup>th</sup> January 2023**.

Please ensure you provide the name, address and status of two referees, one of whom should be your current Headteacher. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Interviews will be week commencing **W/C Monday 23<sup>rd</sup> January 2023**. If you have not been invited to attend by **Wednesday 25<sup>th</sup> January 2023**, you should assume that your application has not been successful. Unfortunately, we will not be able to provide feedback on your application at this stage.

I wish you well and thank you once again for your interest in what we think will be a rewarding post.

Yours sincerely,



Zoë Thompson  
Principal

Oasis Academy Hadley is a great place to work and learn. We are an all-through family school, where children at every key stage from ages 2 to 19 learn well and make good progress.

We pride ourselves on being inclusive and championing the gifts and talents of every individual. The happiness, care and wellbeing of all our children is central to our approach and enables everyone at Hadley to thrive in a safe and secure environment.

We have an established culture of high expectations, where children are taught well and encouraged to develop both academically and culturally. Having such a well-rounded learning experience is central to our purpose as it is this that enables our children to be aspirational for themselves, their families and their community. By nurturing a positive mindset we build children's confidence to be successful whichever path they choose.

Being an all-through school means that many children are with us for the majority of their formal education and do stay on into our very popular Sixth Form where each year, approximately 95% go onto University with 85% going to Russell Group and top third Universities which are some of the best in the world.

Hadley has a track record of great achievements and is an inspirational place to learn and work. Throughout all phases of our Academy we have a team of skilled and dedicated staff with a great deal of expertise who are committed to securing the best outcomes. To achieve this, we place a great deal of importance in continuing professional development and we have an established leadership development programme.

Oasis Academy Hadley is one of 53 Academies who form part of the Oasis Community Learning. Each Oasis Academy and the services behind them, are committed to creating exceptional entitlement that ensures that all children have real choice in their lives.



## About Oasis Community Learning

The vision of Oasis Academies is to create both outstanding schools and community hubs. As well as delivering first-class and innovative education, Oasis builds 'Hubs' in the area it works in; creating safe and inspiring local neighbourhoods that provide integrated and diverse services to benefit the whole person and the whole community.

Oasis Community Learning seek to create and sustain networks of excellent learning communities working in the context of the Oasis Ethos where every student can reach their full potential. Oasis believes this can be achieved through clear leadership, outstanding staff, a positive and affirming environment, strong partnership between students, parents/carers and the local community, along with the wider national and international links the Oasis' global operations create.

Our ethos is an expression of our character- it is a statement of who we are and therefore a lens through which we assess all we do. The work of Oasis Community Learning is motivated and inspired by the life, message and example of Christ. This is encapsulated by the following five statements:

- a passion to include everyone
- a desire to treat everyone equally, respecting differences
- a commitment to healthy and open relationships
- a deep sense of hope that things can change and be transformed
- a sense of perseverance to keep going for the long haul

The full Education Charter explains how our ethos impacts in Oasis Academies and can be found on [www.oasiscommunitylearning.org](http://www.oasiscommunitylearning.org)

# About the Inclusion Team

Inclusion is at the heart of our work at Oasis Academy Hadley. We work hard to support our students so that they can access education. We are very proud that we have significantly raised achievement with very low levels of exclusions.

We believe that every student should have an equality of opportunity and access to a broad and balanced curriculum, and this role shows our commitment to supporting all. We have a creative approach to inclusion and use a wide range of strategies to support our students with additional educational needs. The right candidate should have clear experience of working with children with complex needs.

The inclusion team is based in the south wing of the Academy and is made up of a range of staff including specialist teachers, learning support assistants, higher level teaching assistants and Learning mentors. We also provide support in three alternative provisions onsite.

Learning Support Assistants provide support for children with additional educational needs in class, on a one to one basis or in a small groups. They also lead interventions across the curriculum.

The post is based in the Phase 2, the secondary phase, and will be supporting students in Year 7 to 13.

# Job Description

## POST:

Learning Support Assistant

## ACCOUNTABLE TO:

The Principal, under the day – to –day management and leadership of the SENCo

## GRADE:

Support Staff Scale 5 – 7 (Outer London) - £18,998 - £19,691 (actual) plus Local Government Pension Scheme

## KEY RELATIONSHIPS:

Academy Leadership Team; relevant teaching and support staff; Oasis Community Learning; partner professionals; parents; local community; other Oasis Academies

## LOCATION:

Oasis Academy Hadley

## WORKING PATTERN:

37 hours per week  
39 weeks per year

## **JOB PURPOSE:**

Provide support for students with Additional Educational Needs (AEN) and, where appropriate, contribute to the day-day running of the Academy.

## **RESPONSIBILITIES:**

1. To contribute to the provision for students with AEN.
2. To contribute to the raising of the achievement of AEN students and support them in making good progress
3. To contribute to the promotion of the well-being of AEN students within the Academy.
4. To promote and safeguard the welfare of children you teach or come into contact with.

## **DUTIES**

### **1. Strategic Development and Academy Development**

- Responsible, as a member of staff, for promoting and developing a positive culture and to ensure that diversity within the Academy community is recognised and respected.
- Contribute to the development of the Academy's vision, values and aims and to abide by agreed professional behaviours and attitudes.

### **2. Key Tasks**

- Assist with and implement, under the guidance of appropriate professional staff, individual support for identified students, including those with EHCPs.
- Be the key worker for a group of identified students meeting regularly with the students to help resolve issues that are preventing them from learning and keeping parents and careers up to date.
- Contribute to the creation and review of Student Profiles, EHCPs, Behaviour Plans, etc.
- Support teachers with planning, delivery and evaluation of differentiated and varied teaching activities
- Contribute towards resourcing learning areas by making and adapting resources as necessary for identified students
- Work with small groups of students when this is part of the overall strategy for meeting the needs of the individual student.

- Work with individual students, or groups of students, on specified literacy and numeracy support programmes.
- Observe student performance and liaise with subject teachers on effective support strategies.
- Keep records for the students you support.
- Liaise with teachers and other professional staff for planning, review, monitoring purposes.
- Assist with the review of Profiles and EHCP annual reviews, under the direction of the SENCo.
- Support students with Access Arrangements in Academy and public examinations tests as required.
- Contribute to Academic Review days as required.

### **3. Student Well-Being**

- Assist with the movement of students around the building to keep them safe.
- Carry out supervisory duties at the start of the day, break time and the end of day as requested.
- Work with individual and groups of students to encourage them to achieve greater independence and self-confidence.
- Assist with lunchtime clubs in the Inclusion area.
- Look after children who are upset
- Help with escorting students on educational visits and participate in extra-curricular activities as required.
- Develop positive partnerships with parents and carers.

### **4. General**

- Attend training including the Academy's Training Days
- Attend staff and team meetings and staff training
- Carry out routine administrative tasks when needed
- Participate in the Academy's Performance Management process

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy, and to carry out other such duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

All staff take an active role in the Academy's care and guidance of students.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

# Learning Support Assistant Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>GCSE English and Maths at A*-C or level 2 equivalent</li> </ul>	<ul style="list-style-type: none"> <li>Degree</li> </ul>
Knowledge, Skills and Understanding	<ul style="list-style-type: none"> <li>Commitment to work with children with a range of Additional Educational Needs (AEN)</li> <li>Commitment to ensuring access to the curriculum for children with AEN</li> <li>Ability to motivate and encourage children to meet their targets for learning and/or behaviour</li> <li>Ability to write brief reports and keep records</li> <li>Understanding of the practical application of Equal Opportunities in an Academy context</li> <li>Ability to converse at ease with parents/students and members of the public and provide advice in accurate spoken English</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working with children with AEN</li> <li>Experience of working with children with complex social needs.</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>Good organisational skills, ability to show initiative</li> <li>Good communication skills</li> <li>Good ICT skills</li> <li>Ability to work as part of a team</li> <li>Ability to demonstrate patience with firmness.</li> <li>Ability to maintains confidentiality</li> <li>Ability to reflect</li> <li>Ability to form and maintain appropriate relationships and personal boundaries with children</li> <li>Emotional resilience in working in a range of challenging situations</li> <li>Have a willingness to demonstrate commitment to the values and behaviours which flow from the of the Oasis ethos.</li> </ul>	

## Explanatory Notes

Applications will only be accepted from candidates completing the enclosed Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible (Sections A & B). CVs will not be accepted in place of a completed Application Form.

### **Safeguarding Children & Young People**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced Disclosure and Barring checks

1. Candidates should be aware that all posts in Oasis Community Learning involve some degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details.
2. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as “spent” must be declared.
3. If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.
4. Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

### **Interview Process**

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy Disclosure and Barring check requirements such as a current driving licence including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)
- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates for Academy based positions and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

For Academy based positions, in addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline.

### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Vetting and Barring Checks
- Satisfactory Disclosure and Barring check
- Verification of professional status such as QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Satisfactory completion of the probationary period.
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

### ***For teaching posts***

- Verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Verification of medical fitness in accordance with DFE Circular 4/99 Physical and Mental Fitness to Teach of Teachers and Entrants to Initial Teacher Training

You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.