

**THE LUTTERWORTH ACADEMIES TRUST**

**INFORMATION FOR APPLICANTS**

****

**THE LUTTERWORTH ACADEMIES TRUST**

The Lutterworth Academies Trust is a small Multi Academy Trust comprising of two schools, Lutterworth College and Sir Frank Whittle Studio School. We aim to recruit outstanding people. For this reason, we try to articulate clearly our vision, values and expectations when putting together information for applicants and we always give a lot of attention to appointing the right person. Employees often work across the two schools because of their adjacent locations however some roles have specific duties and responsibilities aligned to one of the schools.

**We aim to recruit staff who:**

* are excited by their role and by the prospect of working with young people;
* love the processes of learning and teaching and are keen to continually develop their own skills;
* recognise that teaching can be a demanding job and react positively to those demands;
* will subscribe to the ethos of the Trust and ‘go the extra mile’ in terms of time and commitment to get the very best from our students;
* take every opportunity, in and out of the classroom, to talk to students, model expected behaviours and build positive student/teacher relationships;
* are quick to praise and slow to criticise; and
* are not afraid to admit to seeing themselves as potential leaders of the future.

This may be your first contact with The Lutterworth Academies Trust and first impressions are very important. I hope what you read, coupled with anything else you discover about us, inspires you to apply for this post and work for The Trust.

**Vision & Values**

Our Mission statement is: **Enabling every young person to learn, flourish and succeed.**

**We wish to see:**

**Happy Students** who progress well and go on to thrive into adulthood as well-rounded citizens.

**Passionate Staff** who inspire students with excellent teaching and support.

A **United Learning Community** committed to a clear common vision.

Values

* **High Aspirations** for all
* Committed to **Best Practice**, working collaboratively, learning from mistakes
* Focussed on the **Individual**
* **Inclusive**, leaving no one behind
* Everything geared to **Teaching and Learning**
* Committed to **Shared Values**, including our Christian Ethos.
* A fair, **Supportive Employer**, enabling everyone to learn and develop
* **Celebrating Success**, having pride in all that we do
* **Broad** education, giving opportunity for human flourishing
* Working closely with all **Stakeholders**
* Connected with the **Community**, encouraging social responsibility

Aims

* **Strategic Leadership**, with a passionately-articulated shared vision.
* **High Quality Teachers** delivering outstanding teaching in all departments
* **Multiple Learning Pathways** to meet the needs of every student.
* **Physical Environments** fit for purpose, safe and accessible for all.
* **Aspirational Culture** and behaviour to encourage great learning.
* Excellent systems of **Pastoral Care** to support personal development.

****

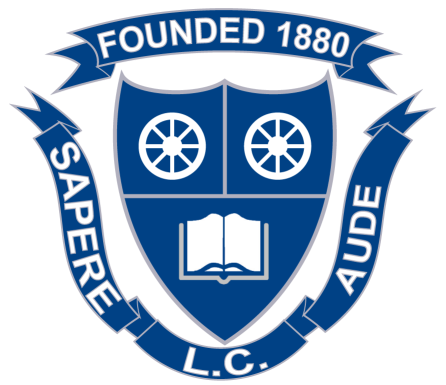
**Our Ethos**

Lutterworth College is an inclusive Church of England school and we welcome young people of all faiths and none. The Sir Frank Whittle Studio School is non-denominational.

Our ethos should be evident in:

* The content of our curriculum. The study of a wide range of religions is to be taken seriously and we will encourage open and honest debate about the nature of faith and the way faith is practiced inside and outside the school;
* The way in which we encourage our young people to become open to serve others and emphasise the importance of service above self;
* The respect for democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs;
* The understanding and appreciation of the range of different cultures within school and further afield;
* The way we acknowledge that we are connected to each other, dependent upon each other, members of one body and in the membership there can be no isolated suffering or joy;
* The way we celebrate. Students and adults should be made aware of the rhythms of the Christian year and the features of the festivals of other faiths;
* The opportunities students have for silence and reflection. This may occur in assemblies or it may occur in worship within a faith room in the schools;
* The ways the schools practice trust and demonstrate forgiveness. The hallmarks of our ethos will be seen in the way we cope when mistakes have been made and the priority we give to providing a safe, structured environment for our students;
* The way we encourage and lead young people into asking the deeper and harder questions about self and our place within the wider world;
* The way we regard education as formation rather than function.

**OUR SCHOOLS**



**Lutterworth College** is a larger than average secondary school (1100 students on roll). Lutterworth College was formerly known as Lutterworth Grammar School, founded in 1880, and benefits from a long tradition and history of providing a high quality education for the young people of the Lutterworth community and beyond.

Lutterworth College is a Church of England voluntary controlled school. There are four ‘Foundation Governors/Directors’ within the Trust who are active members of local Church communities. The College employs a Chaplain who takes an active role across the school, promoting the Christian ethos and supporting the holistic development of students.

Lutterworth College has changed age-range as part of the re-organisation of Leicestershire secondary education. The College traditionally held the status of a 14-18 institution, commonly known in Leicestershire as an ‘Upper School’. From September 2015 Lutterworth College welcomed the first cohort of Year 7 students since the 1960s and became an 11-18 school. The College initially decreased in size from 1800 to 1100 students over a 2 year period but is now starting to grow again with record numbers of students selecting the school as first choice for a place in Year 7. In September 2017 the College will have students in all 7 year groups, from Year 7-13 for the first time in its history.

The College has been consistent in securing GCSE headline figures above the national average over the last 5 years. In 2014 the College achieved its best ever set of GCSE results with 67% of students achieving 5A\*-C grades including English and Maths. Post 16 outcomes have been consistent during the past 5 years and in 2015 the College achieved its highest ever A Level results with 99% pass rate, 52% A\*B and 75% A\*-C. In 2016 A level results were maintained at A\*-C and A\*-E and AS grades were the highest in the school’s history. GCSE results in 2016 were in line with the highest recorded at the school and English results in terms of attainment and progress were the highest on record at Lutterworth College.

The College has a strong tradition of providing a broad and balanced enrichment programme. The College enters competitions in a wide variety of sports and boasts a vast range of extra-curricular activities that run throughout the year in most subjects. The College has a strong reputation locally for excellence in performing arts and students participate in musicals and productions of a high standard each year. Students can take the Duke of Edinburgh Award up to Gold level and in the Sixth Form students can opt for the Extended Project Qualification to further their studies.

To find out more about Lutterworth College visit [www.lutterworthcollege.com](http://www.lutterworthcollege.com)

**The Sir Frank Whittle Studio School** is a small school with a maximum capacity of 300 students. As well as a programme of academic study and work-related qualifications, students have regular work placements: 1 day per week in Years 10 and 11 and 2 days per week in the Sixth Form.

Sir Frank Whittle Studio School has just received its first Ofsted inspection and we were judged to be Good with Outstanding features. In their report Ofsted commented ***“this school, is quite simply, changing these pupils’ lives”.***

A huge emphasis is placed on team work and developing an environment where students feel part of the school, have ownership of their environment and are advocates for the Sir Frank Whittle Studio School in the community. Students adopt behaviours found in the workplace and have responsibility for monitoring their progress with support and guidance from their Personal Coach both academically and in their progress to completing their CREATE Passport.

Our students develop resilience that allows them to overcome adversity and are challenged in constructive ways to provide opportunities for reflection of their progress and outcome. These are set in real world environments and are facilitated not only by staff of the Sir Frank Whittle Studio School but also our industrial partners.

Through the CREATE Skills students develop a key range of non-cognitive learning, enriching them as individuals and developing them to be ready for the opportunities and challenges that will face them after graduating from the Sir Frank Whittle Studio School.

The CREATE Passport allows students to track and evidence their acquisition of the CREATE Skills both while at school but also in the workplace, through volunteering and extra-curricular activities. Feedback and reports to parents are provided by Personal Coaches weekly so that parents and guardians are fully involved in students learning.

This gives everyone the chance to celebrate the students’ successes as well as provide vital feedback on challenges that students have faced and working with parents to overcome these issues.

Further details of the Studio School model can be found on the Studio School Trust website <http://www.studioschoolstrust.org/what-studio-school>

**THE POST**

#### We are seeking to appoint an inspirational and dedicated Teaching Assistant to join the Learning Support Faculty working closely with a paraplegic student with intimate care and modified physical activities.

The Learning Support Faculty is an exciting place in which to work where every day is different and the team is dedicated, enthusiastic and hardworking.

Teaching Assistant generally are responsible for supporting students with learning, medical or emotional/behavioural difficulties throughout the school day enabling them to take a full part in school activities and aid their overall development and independence. The Teaching Assistant will support in class and with small groups across subject areas enabling all students to access the curriculum.

|  |  |  |
| --- | --- | --- |
| The Lutterworth Academies Trust  Bitteswell Road  Lutterworth  Leicestershire  LE17 4EW | |  |
| **TEACHING ASSISTANT**  5 days per week - 8.40-3.10 term time only  Contract status directly linked to a named student  Grade 5: £10,506 per annum  ***“This is a good school…almost all students are polite and courteous”***  *(Lutterworth College Ofsted, April 2013)*  ***“The school is, quite simply, changing these pupils’ lives”***  *(Sir Frank Whittle Studio School, Ofsted, March 2017)*  We are seeking to appoint a Teaching Assistant to assist a paraplegic student with intimate care and modified physical activities. The post holder will also support in class with small groups across subject areas enabling all students to access the curriculum. | | |
| ***We would like from you:***  To have excellent communication and interpersonal skills.  To have GCSE A\*-C or equivalent in Maths and English.  To be a team player with loads of energy and enthusiasm.  To have experience of intimate care and moving and handling | ***We can offer you:***  A strong commitment to your training and development.  Fantastic students who are a pleasure to work with.  Excellent facilities & resources. | |
| For further information and details of how to apply please visit the vacancies page of our website www.lutterworthcollege.com and return completed application forms with a covering letter to:  Becky Towe. E-Mail: [r.towe@lutterworthcollege.com](mailto:r.towe@lutterworthcollege.com)  or contact The HR Team on Tel: 01455 555332 (24-hour answerphone)  **Closing date: 9am Tuesday 20 June 2017**  **Interview Date: Week commencing 26 June 2017**  *The Lutterworth Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any offer of appointment will be conditional upon a variety of pre-employment checks including an enhanced DBS disclosure, satisfactory references, evidence of your right to work in the UK and medical clearance.* | | |
| Headteachers: Ben Solly & Paul Hostead | | |

**Job Description**

|  |  |
| --- | --- |
|  | |
| Post Title: | Teaching Assistant |
|  | |
| Purpose of Post: | To contribute to enabling students to enjoy learning and achieve educational targets. To assist in ensuring students stay safe and make a positive contribution in and out of College. To assist with the inclusion of all students. To assist the Teacher in the delivery of the agreed educational plan. Based with a paraplegic student, the Teaching Assistant will assist the student with intimate care and modified physical activities. The Teaching Assistant will support in class and with small groups across subject areas enabling all students to access the curriculum. |
|  | |
| Reporting To: | HLTA (SSC) on a day to day basis, in association with the Assistant Principal/SENCO |
|  |  |
| Responsible For: | Supporting students with learning, medical or emotional/behavioural difficulties throughout the school day enabling them to take a full part in school activities and aid their overall development and independence. |
|  | |
| Salary / Grade: | Grade: 5 |
|  |  |
| Hours: | 1126 per annum. These hours include 3 staff training days allocated on an annual basis  that take place during holiday periods. There may be a requirement to attend training  sessions and other events that may take place outside normal working hours. |
|  | |
| Main (Core) Duties | |
| * Assist a paraplegic student with intimate care and modified physical activities. * Assist a paraplegic student with the appropriate physical programme integrated into the daily routine. * Assist with the delivery and monitoring of appropriate learning activities (upon which the postholder will be briefed), meeting the learning objectives for individuals and groups of students, * Contribute to planning and preparation of work programmes, support learning activities (especially Literacy and Numeracy), monitoring progress and providing feedback on achievement. * Under the direct supervision of the Teacher, deliver some pre-determined elements of the school curriculum to individuals or groups of students, assess progress and record information as appropriate * Undertake a Key Worker role, attend Reviews and liaise with parents/carers and other professionals, sharing information and keeping confidences as appropriate * Be aware of confidentiality issues linked to home/pupil/teacher/school work. Acknowledge and respect the important and vital part played by parents in the process of the child’s learning. * Have high expectations of, build and maintain successful relationships with students; respect their social, cultural, linguistic, religious and ethnic backgrounds and be committed to raising their educational achievement * Prepare learning materials; monitor the condition of learning resources to ensure adequate stocks in good condition * Supervise students during social times, carrying out site patrols around school as directed * Ensure equal access to learning and development opportunities whilst promoting independent learning * Develop inclusion by facilitating participation and learning, help build confidence, self-esteem, a sense of independence, understanding of diversity and access to the curriculum so that all pupils are enabled to reach their full potential alongside their peers * Support strategies to encourage a high standard of behaviour, develop relationships with others and recognize and deal with emotions * Develop and maintain positive relationships with colleagues and other professionals * Use ICT to support learning * As a fully integrated member of the school’s staff team, be responsible for working to and upholding school policies, procedures and statutory frameworks that directly impact on work with students. Contribute to development where appropriate * May be required to provide personal care for students with SEND within LA guidelines * May be required to act as a Learning Mentor (attached to a tutor group), monitoring and recording student progress and attending target setting days as appropriate * Assist with the induction and training of new teaching assistants * Carry out Clerical/Administrative work as appropriate | |
|  | |
| Additional duties to include: | |
| * As part of a team of support staff, provide assistance with the invigilation of examinations if required * As a member of staff working in an educational setting to have a duty to help keep young people safe and to protect them from sexual, physical and emotional harm and to take reasonable steps to ensure the safety and well-being of students * To ensure awareness of and compliance with personal responsibilities and requirements communicated to me in College policies and procedures including Health & Safety * As a member of staff in a Trust that works in partnership with other organisations, to contribute to the development and sharing of good practice into partnerships with other schools and relevant bodies. This may include undertaking duties and work in other schools and at other locations * May be required to hold a First Aid at Work certificate * May be required to accompany and supervise students on educational visits * As a member of staff in a school setting you will have the opportunity to participate in programmes for mentoring students and to participate in extra curricular activities * To carry out such other duties which may be required from time to time within the grading of the post * To work across The Lutterworth Academies Trust. | |

**PERSON SPECIFICATION**

Candidates will be assessed on the following:

**QUALIFICATIONS**

* Good general education
* Good standard of numeracy & literacy (Maths & English GCSE A\*-C or equivalent)
* NVQ 2 in supporting Teaching & Learning or equivalent is desirable

**EXPERIENCE, KNOWLEDGE AND UNDERSTANDING**

* Experience of providing intimate care
* Previous hoist training
* Previous moving & handling training
* Previous rabbit training
* Of communication with people of all ages and backgrounds
* Of motivating and inspiring others
* Of working on own initiative
* Of working in a fast paced environment
* Of educational environment is preferable
* Recognising the need for confidentiality is essential

**SKILLS AND ABILITIES**

* Be able to work sympathetically with the ethos of the schools, developing effective and purposeful relationships
* Be able to communicate effectively and persuasively (possess excellent interpersonal skills)
* Be able to manage time effectively
* Be able to work within a team
* Be able to allocate, organise and monitor resources
* Be able to plan and organise effectively
* Be able to motivate and inspire others
* Be able to recognise and manage stress in themselves and others
* Be committed to the professional development of themselves and others

**ATTITUDES AND APPROACHES**

* Want to develop own learning and do things differently and better
* Committed to high standards and high expectations for all
* Genuinely interested in the learning and training process
* Possess energy and enthusiasm
* Willing to learn from and with others in the development of good practice
* Have a good sense of humour
* Willing to try out new ideas
* Flexibility to vary normal working hours to attend training activities and other event that may be out of normal working hours
* Willingness to respond to unexpected events and cover for colleagues as appropriate

**HOW TO APPLY**

Please read the information in this pack. If you decide to apply you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to The Lutterworth Academies Trust. The application forms can be found on our websites [www.lutterworthcollege.com](http://www.lutterworthcollege.com) and [www.sirfrankwhittlestudioschool.com](http://www.sirfrankwhittlestudioschool.com) by following the vacancies links. Please do not send a general letter; we really are looking for someone who is prepared to respond to us as an individual school. You can be sure we will take time and care in reading your letter; we appreciate how much energy goes into it. **Please ensure that you send your application to Mrs Becky Towe by email r.towe@lutterworthcollege.com**