



**Learning Support Assistant**  
Brighton Aldridge Community Academy

**Recruitment Pack**

## **Brighton Aldridge Community Academy (BACA)**

Brighton Aldridge Community Academy is a state funded entrepreneurial Academy, part of the Aldridge Education Multi-Academy Trust, with the specialism of sport and entrepreneurship for 11-18-year olds.

We pride ourselves on ensuring students are equipped with the academic, social and emotional skills which will ensure they continue to thrive once they have left our school. We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults, and expect all staff and volunteers to share this commitment. Our mission is to ensure all BACA students benefit from an excellent education, secure great qualifications and develop into young adults who are the first-choice recruits for universities and employers. The academy's motto is simple - "Believe you can". Whether in the classroom, on the sports field or performing on stage, we inspire each of our students to develop the knowledge and skills they need to follow their passions into a successful future.

Our students benefit from great teaching, an exceptional building and facilities as well as extensive opportunities in terms of enrichment, sport and the creative arts. Outcomes are strong and improving at Key Stage 4 and 5. Ofsted graded the school as 'Good' in 2016 and noted that the care, guidance and support that students receive is outstanding. Through encouraging an enterprising mindset, we enable students to thrive in today's rapidly-changing world. We teach students to be innovative and resilient through promoting the Aldridge Attributes of teamwork, creativity, passion, problem-solving, risk-taking and determination in all aspects of academy life.

Brighton is a vibrant and young city with a cosmopolitan feel and way of life which attracts people from all around the world. This is enhanced by the addition of two universities, University of Brighton and University of Sussex, and a wealth of cultural treasures. An exciting seaside city with an excellent quality of life with its coffee bars, restaurants, pubs, night clubs and theatres. Wander through 'The Laines' enjoying the boutique shopping, and street entertainers.

Brighton has excellent rail and road links to and from London (52 mins by train) and with the port of Newhaven just 10 miles away you have easy access to France and Europe.

## **Aldridge Education Information**

Aldridge Education is a charitable trust whose entrepreneurial community schools help young people to reach their potential. We support our Principals and teachers in rapidly improving the quality of education on offer at early years, primary, secondary and sixth-form levels in order to transform the life-chances of our students.

Aldridge Education was established as a national multi-academy trust by the Aldridge Foundation in 2016, taking over responsibility from the Foundation for its family of non-selective academy schools and colleges, some of which are part of the multi academy trust whilst others are currently independent Trusts sponsored by Aldridge Education.

Sir Rod Aldridge launched the Aldridge Foundation in 2006 after retiring from Capita Plc, the business he set up and which became one of this country's most successful companies. Our shared belief is that by introducing young people to, and helping develop in them, the core attributes of entrepreneurship, we can provide context and relevance to their learning, foster creativity, passion, determination, risk taking, problem solving and teamwork. These characteristics help our students achieve in their education and acquire further vital skills for adult life.

For more information, please view our website: <http://aldridgeeducation.org/>

## Job Description: Learning Support Assistant (LSA)

### Learning Support Assistant Job Description

<b>Grade:</b>	NJC5 - NJC6 Grade
<b>Accountable to:</b>	SENCO
<b>Accountable for:</b>	Students
<b>Vision:</b>	To support the Principal in raising standards and promoting the vision, ethos, culture and policies of the academy

#### Overview

- Working under guidance: implement work programmes for individuals/groups which could include those requiring detailed and specialist knowledge in particular areas.

#### Specific responsibilities

- To work with the SENCO/Lead Teacher for Transition to establish an appropriate learning environment.
- To work with the Class Teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- To work with students in a small group, 1:1 or classroom setting as requested the SENCO/ Class Teacher.
- To monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against predetermined learning objectives.
- To use specialist (curricular/learning) skills to support students.
- To assist with the development and implementation of learning plans.
- To establish productive working relationships with students, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all students within small group sessions 1:1's and mainstream classroom.
- To support students consistently whilst recognising and responding to their individual needs.
- To encourage students to interact and work cooperatively with others and engage all students in activities.
- To promote independence and employ strategies to recognise and reward achievement and self-reliance.
- To implement agreed learning activities/teaching programmes, adjusting activities according to student's responses/needs.
- To cover a lesson in an emergency.

#### Other Responsibilities

- To implement literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills.
- To support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- To determine the need for, prepare and maintain general and specialist equipment and resources.
- To provide feedback to pupils in relation to progress and achievement.

- To provide objective and accurate feedback and reports as required, to the teacher on students achievement, progress and other matters, ensuring the availability of appropriate evidence.
- To be responsible for keeping and updating records as agreed with the SENCO/Class Teacher contributing to the review of systems/records as requested.
- To undertake marking of students work and accurately record achievement/progress.
- To promote positive values, attitudes and good student behaviour, dealing promptly with conflicts and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- To liaise sensitively and effectively with parents/carers, as agreed with the SENCO, within your role/responsibility and participate in feedback sessions/meetings with parents as directed.
- To administer and assess routine tests and invigilate exams/tests.
- To assist in the induction of new members of staff.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To undertake planned supervision of students out of Academy hours.
- To be willing to support lunch/break time supervision e.g. educational games, homework clubs etc. (within employed hours)
- To provide general clerical/administrative support e.g. administer coursework, produce worksheets for agreed activities etc.
- To prepare work and activities in advance of the lesson (within employed hours) e.g. operating AVA equipment i.e. photocopier, laminator, making books, labels, signs, and undertaking practical tasks to maintain a good standard of classroom appearance.
- To attend and participate in regular meetings.
- To participate in training and other learning activities offered by the Academy to further knowledge (within employed hours).
- To carry out the above duties in accordance with the Academy's Equal Opportunities Policy

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties.

## Person Specification: Learning Support Assistant

Knowledge	Job Requirements
Skills and Abilities	<ul style="list-style-type: none"> <li>● Make effective use of time</li> <li>● Create a well organised, stimulating working &amp; learning environment</li> <li>● Ability to contribute towards the academy ethos: promoting high achievement, leading by example and act as a role model and setting high expectations.</li> <li>● The ability to work as part of a team and supporting the curriculum tutors, assisting with lesson planning, evaluating and adjusting lessons/work plans as appropriate and where appropriate work with students upon a 1:1 basis</li> <li>● The ability to relate to and communicate effectively with parents and carers and to encourage their active participation in the educational process</li> <li>● A commitment to further your own professional development and to the principle of continuous improvement</li> <li>● To be able to provide general clerical/administrative support: photocopying, laminating, operating AVA Equipment</li> </ul>
Essential	<ul style="list-style-type: none"> <li>● Educated to a Level 2 in literacy and numeracy skills.</li> <li>● Willingness to undertake the necessary DBS Enhanced checks</li> </ul>
Knowledge and Understanding	<ul style="list-style-type: none"> <li>● A good understanding and knowledge of ICT</li> <li>● An understanding of equality of opportunity issues and how they can be addressed in schools</li> </ul>

*Aldridge is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

## **How to apply**

Our aim is to ensure that we recruit the right person for the job. We will ensure that the selection process is fair and without discrimination for or against any candidate based on age, ethnicity, sex, marital status, or sexual orientation. The person specification sets out the criteria used to assess candidates through the selection process.

We are committed to safeguarding our pupils and will assess the candidate's suitability for working with children as part of the selection process. We will check the accuracy of all information and investigate any perceived anomalies. We take up references prior to interview and use these to verify the information you have given us. Firm offers of employment are never made without satisfactory references. All potential employees are subject to an enhanced disclosure from the Disclosure and Barring Service.

**Applications:** Please send a cover letter and application ensuring that you demonstrate how your experience and skills make you suitable for the position **by 9:00 am Wednesday, 21<sup>st</sup> April 2021**. Applications are welcomed before this date and we reserve the right to interview and appoint outstanding candidates in advance of this closing date.

**Shortlisting:** We assess all applications against the person specification criteria using the evidence you provide in your application. This is done by a panel of senior staff. We carefully check all applications for anomalies.

**Candidates:** Candidates who best meet the person specification will be invited to an interview. Interviews and associated assessment activities are likely to be conducted w/c: 26<sup>th</sup> April 2021 at appropriate venues. One successful candidate will join us thereafter with the potential for 2 additional roles available as from September 2021.

**References:** We request references for all candidates who are invited to interview. Please inform us if we should not contact your referees before interview. Your first referee should be your current or last employer.

**Interview Process:** The interviews will be held at BACA. The interview will consist of assessment activities and a formal interview. These are designed to allow you to demonstrate your skills and abilities. You will be asked to bring proof of qualifications and identity on the first day. Due to current Government guidelines surrounding the corona virus pandemic, to protect our staff, students and visitors this venue is subject to change and arrangements to conduct the Interview Process may revert to a virtual / electronic version to be confirmed nearer the time.

**Final Selection:** Following the assessment activities and formal interview, we will use the person specification as a guide to select the most suitable candidate for our Trust. We will then telephone each candidate to inform them of the outcome. We will give brief feedback during this telephone conversation.

**Offer of Employment:** We will make a verbal offer of employment by telephone within 48 hours of the interview and this will be confirmed in writing. Any offer is made subject to:

- References satisfactory to us
- A satisfactory DBS check
- Provision of proof of identity and qualifications

**Probationary Period:** The post is subject to a six-month probationary period. On successful completion of probation, the post will become permanent.

Please return your application and cover letter (no more than two sides of A4) via email to: [hirving@baca-uk.co.uk](mailto:hirving@baca-uk.co.uk)