Learning Assistant - English

Recruitment Pack

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Principal's Welcome



Dear Applicant,

Thank you for taking the time to find out more about this opportunity to work with us at the South Bank University Academy. This recruitment pack gives you information about the role and the school, which will help you in completing an application.

South Bank University Academy is a happy school with high standards of behaviour, where students feel safe and secure. Our teachers build strong relationships with every student, they nurture their personal growth and, through carefully designed experiences, support them to: become the changemakers in their world; live a good life; and improve the lives of others.

Everything we do is true to our values of social justice, endeavour, kindness and empathy, and community. Our vision and these values are bold and distinctive. They are about much more than examination results and they are tangible to all those who visit and work here. We are determined to achieve this vision and we expect our staff to embody these values every day in their interactions with students and in contributing to the wider school community.

We have thought hard about what we need to teach and how we need to teach it. Through our curriculum, students explore a rich body of knowledge across a broad range of subjects. We supplement this with an extensive enrichment curriculum of contextualised projects, educational visits, lectures, community work and a range of additional clubs and societies.

We invest heavily in ensuring that teachers can teach without disruption. Therefore, walking around the school you will see lessons happening in calm and purposeful learning environments.

We recognise that each subject has a unique pedagogical approach which is closely tied to the curriculum that is created for students. Therefore, we never prescribe particular methods of teaching. We are a learning organisation and so regularly reflect on our practice through structured training sessions as well as our Professional Learning Community where you will direct your own development.

John Taylor
Principal

Role Details

Package:	South Bank Academies pay scale SUP6 - SUP9 (full time £20,938 - £23,385) pro rata to **£17,781 - £19,859 per annum actual salary** Local Government Pension Scheme, perks and benefits package, free lunch (when community dining), employee assistance programme, cycle to work scheme, season ticket loan, Specsavers eyecare
Accountable to:	Principal
Location:	South Bank University Academy, Trafalgar Street, Walworth, London SE17 2TP
Contract type:	35 hours per week (Monday to Friday, 8am - 4pm), 39 weeks per year
Contract term:	Permanent
Job start:	As soon as possible
Deadline:	9.00 am, Wednesday 8th December2021
Shortlisting:	Thursday 9th December (candidates to be notified on Friday 10th December)
Interviews:	Week commencing Monday 13th December 2021

Advert

We are seeking to appoint a committed and hardworking Learning Assistant, who will support our SEND students in English lessons. This is an exciting opportunity allowing you to be at the heart of shaping the future success of the school.

South Bank University Academy is a rapidly growing, mixed 11 - 18 school located in the heart of London. The school opened in September 2014 and is sponsored by London South Bank University. The school is part of the South Bank Academies Trust.

Our school is a safe haven where every child enjoys their own journey of discovery, creativity and imagination and develops a love for their learning. The students leave our school not just with qualifications showing their academic success, but also with the capacity to think clearly and deeply, a desire to act with integrity and to show kindness and empathy to others, and with the character and experience they need to thrive in the world.

We are looking to appoint someone who:

- has a passion for working with young people and the impact this can have on their lives.
- has a range of high quality organisational skills and a commitment to continually strive to improve and develop these skills.
- has imagination and is able to take the initiative in developing ideas.
- has highly developed inter-personal skills who can develop and maintain effective working relationships with staff, students and parents.

Job Description

Post title:	**Learning Assistant**
Responsible to:	SENDCO

The Role

Provide in class support for individual students. Deliver intervention programmes to individuals and small groups of students.

Duties

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

- Work with individuals and groups, under the direction of the SENDCO and the teacher, to support learning within the school.
- Plan and implement one to one and group intervention sessions (e.g literacy interventions, study skills groups, etc) to support students with special educational needs and disabilities.
- Provide in-class support for identified students to assist them with accessing the curriculum and developing independent learning strategies.
- Track the progress of students with SEND using the available data and monitor the impact of interventions, sharing this with the SENDCo and other relevant professionals.
- Liaise with staff and other relevant professionals and provide information about students as appropriate.
- Contribute to the development and implementation of Student Support Plans for students and attend and contribute to reviews.
- Set SMART targets for students and review them termly with students and parents.
- Complete Communication Logs and write intervention reports for the students you support.
- To use a range of behaviour management strategies, in line with school's policy and procedures, to contribute to a purposeful learning environment and to encourage pupils to interact and work cooperatively with others.
- Update parents on progress regularly.
- Support transition.
- Support the role of parents/ carers in students' learning and contribute to meetings.
- For some pupils there may be a need to administer medication in accordance with an agreed plan under direction of healthcare practitioner and appropriate training.
- For some pupils there may be a need to assist pupils with mobility, eating, dressing and hygiene, as required, whilst encouraging independence.
- Participate in training and other learning activities and performance development as required.

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Principal. All roles will be reviewed annually to ensure the team is working as efficiently as possible.

Person specification

Essential	Desirable
Qualification criteria	
▪ Right to work in the UK ▪ GCSE or equivalent qualification) grade C or higher in Maths and English ▪ Education to level 3 (A level) or equivalent in English. ▪ Willingness to obtain and/or enhance qualifications and training for development in the post	▪ Bachelors degree in an English related subject.
Relevant experience	
▪ Previous experience of working with young people in an educational setting.	▪ Previous experience of working with children in a secondary school ▪ Use of IT to support learning ▪ Experience of working with students with special needs.
Skills	
▪ Good numeracy and literacy skills ▪ Good communication and interpersonal skills ▪ Ability to maintain a professional persona and attitude with students ▪ Ability to build relationships with students ▪ Ability to maintain effective working relationships with adults ▪ Effective written and verbal communication skills ▪ Pro-active approach – ability to identify issues, rectify or report to the appropriate person	▪ Knowledge of a range of issues relating to education and child development ▪ Understanding of learning processes
Personal	
▪ Commitment to the safeguarding and welfare of all students	

Information for Candidates

Disclosure

This position is exempt from the Rehabilitation of Offenders Act (1974). As such, shortlisted candidates will be required to declare full details of any criminal background, regardless of whether the conviction is spent, and the Trust will be required to apply for a standard or enhanced disclosure (a criminal records check) from the Disclosure and Barring Service. Any declaration should be submitted, at the point of application, in a separate sealed document.

A criminal record will only be taken into account for recruitment purposes where the conviction is relevant to the position being applied for and, where this is the case, will not necessarily bar a candidate from employment. Any decision will depend on the precise nature of the work, the circumstances and background to the offence(s). The same procedure will be followed for staff applying internally for a vacancy. Further information about the Disclosure scheme can be found at: www.gov.uk/dbs. DBS clearances are held on an employee's file for the duration of their employment and are renewed every five years for all employees.

Safeguarding recruitment statement

South Bank Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments will be made subject to an enhanced Disclosure and Barring Service (DBS) clearance, references covering the previous five years of employment and overseas police checks where appropriate. Our recruitment and selection panels consist of at least one 'safer recruitment' trained member and all staff, on induction to our school, are required to undertake safeguarding training within the government's Keeping Children Safe in Education agenda.

Equal opportunities

South Bank Academies recognises that equality of opportunity and the recognition and promotion of diversity are integral to its academic and economic strengths. The following principles apply in respect of the school's commitment to equality and diversity:

- To provide and promote equality of opportunity in all areas of its work and activity;
- To recognise and develop the diversity of skills and talent within its current and potential community;
- To ensure that all school members and prospective members are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, trans status, socio-economic status or any other irrelevant distinction;
- To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation;
- To promote good relations between individuals from different groups.

Applicants with disabilities

We are keen to increase the number of disabled people we employ and therefore encourage applications from individuals with a disability who are able to carry out the role. If you have special needs in relation to your application please email andrea.phiri@sbatrust.co.uk.

Travel expenses

The school will reimburse reasonable travel costs, for example standard class rail fare, to and from interview within the United Kingdom if agreed in advance.

How to apply

Informal Discussion

Applicants who wish to have an informal discussion about the role should contact Florina Pagurschi, SENDCO via email florina.pagurschi@southbankua.org.uk

Applying

If you wish to apply for this post, please complete an application form on the TES portal by the closing date detailed on page 3.

Response

We very much regret that, due to limited resources and the large number of applications we receive, we are only able to inform shortlisted candidates of the outcome of their application. If you do not hear from us within four weeks of the closing date, please assume you have been unsuccessful on this occasion. We would like to assure you that every application we receive is considered in detail and shortlists drawn up after careful reference to a detailed person specification.

If your application is not successful, we hope that you will not be discouraged and will still apply for suitable vacancies as and when they are advertised.

Complaints

Any complaints regarding the application process should be sent to Jacqui Collins, Trust HR Manager jacqui.collins@sbatrust.co.uk