



# LSA Application Pack



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# Letter from Catherine Paine, Chief Executive Designate

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven't previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Catherine Paine**

**Chief Executive Designate, REAch2 Academy Trust**



## Letter from Mr Iain Owens, Headteacher

Dear Candidate,

This is a fantastic opportunity to join successful, vibrant, popular and happy school that is part of a large, dynamic and supportive Trust. You will be joining a school that has children from Nursery age all the way through to Year 6. We are very much an integral part of the local community, with great relationships with our families, community groups and other local schools.

We are a very hard working and friendly team who absolutely want the very best educational experience for the children in our care. We have effective teachers who are committed to ensuring and providing high quality learning experiences which enable the children to be reflective learners. Every day, the highest quality feedback from staff ensures our children can develop, practice and apply their skills as well as being challenged to move on and make new learning progress as soon as they are ready to do so.

We have the very highest aspirations for the children in our learning community and set high standards and expectations to challenge our children to be the best learners they can possibly be. We are unwavering in setting high expectations for the conduct of pupils and staff and are uncompromising in our ambition to improve the outcomes for all pupils at our school.

We have a broad and balanced curriculum which inspires our pupils to learn, where safeguarding is effective, and pupils are listened to and feel safe. “To keep you safe and to help you learn” is our mantra.

Our school motto – Working together to achieve excellence for all – captures what we hope to facilitate for all our stakeholders, from pupils and their families to our staff and other learning partners in the wider community.

Come and see us - school visits are highly encouraged.

**Mr Iain Owens**

**Headteacher, Northfield St Nicholas Primary Academy**

# Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)





# The role

**Location:** Northfield St Nicholas Academy, St Margaret's Road, Lowestoft, Suffolk NR32 4HN

**Salary:** NJC Point 1 (FTE £18,333)

**Start date:** ASAP

**Working Pattern – Mon – Fri, Part time (38 weeks per year, Term Time Only)**

We are currently looking for a Learning Support Assistant to help provide help and support to our amazing children. This is initially being offered on a fixed term contract to run to 31st August 2023.

Northfield St Nicholas Primary Academy has excellent facilities for children and staff. We have a wonderful learning environment with enthusiastic, happy and motivated children who enjoy learning.

If you have an equal passion for helping children to become the best that they can possibly be, then we are currently looking for an LSA to join us. SEND experience preferred but not essential.

## **You will have:**

- A passion for working with children and developing their learning
- A commitment to high standards of achievement and attainment
- A firm but restorative approach when necessary
- Lots of enthusiasm and a child centered focus
- Good communication skills, both written and spoken
- Confidence and accuracy in spelling, punctuation and basic arithmetic.

## **You will be able to:**

- Build strong working relationships with children and staff
- Respect confidentiality
- Understand how children develop and learn
- Work as part of a team
- Keep accurate records.

**We can offer:**

- An opportunity to be part a team that puts children at the heart of everything it does.
- High quality induction and continuing professional development.
- A supportive staff, senior leadership team, governing body and parents.

**Please download the application pack for more information and submit an application form to [recruitment@nsnacademy.com](mailto:recruitment@nsnacademy.com). Please detail if you are interested in full or part time hours.**

# The application

You are invited to submit an application form to Mr Iain Owens via [recruitment@nsnacademy.com](mailto:recruitment@nsnacademy.com).

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust's online [Equality & Diversity Monitoring Form](#) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact Mr Iain Owens via the school office on 01502 563528.

## The application process and timetable

<b>Application deadline:</b>	09/09/2022
<b>School visits:</b>	Can be arranged by calling the school office
<b>Interviews:</b>	TBC
<b>Contract details:</b>	Fixed term to Aug 2023 Up to 32.5 hours per week
<b>Salary:</b>	NJC Point 1 – 4 (FTE £18,333 - £19,264)
<b>Start date:</b>	ASAP

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](#).

## Job Description

<b>Job Title</b>	Learning Support Assistant
<b>Grade</b>	NJC Point 1 to 4 depending on experience
<b>Reports to</b>	Headteacher, Class Teacher, SENCO,
<b>Liaison with</b>	Teaching staff, support staff, Headteacher, pupils.
<b>Job Purpose</b>	To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.
<b>Principal Accountabilities</b>	<ul style="list-style-type: none"> <li>• Working with individuals or small groups of children under the direction of teaching staff</li> <li>• Implement planned learning activities/teaching programmes as agreed with the teacher adjusting activities according to pupils' responses as appropriate.</li> </ul>
<b>Duties</b>	<ul style="list-style-type: none"> <li>• Establish positive relationships with pupils supported.</li> <li>• Support pupils with activities which support literacy and numeracy skills</li> <li>• Support the use of ICT in the classroom and develop pupils' competence and independence in its use</li> <li>• Promote positive pupil behaviour in line with school policies and help keep pupils on task</li> <li>• Interact with, and support pupils, according to individual needs and skills</li> <li>• Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources</li> <li>• Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour</li> <li>• Monitor and record pupil activities as appropriate writing records and reports as required</li> <li>• Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher</li> <li>• To support learning by arranging/providing resources for lessons/activities under the direction of the teacher</li> <li>• To attend to pupils' personal needs including help with social, welfare and health matters, including minor first aid.</li> <li>• To assist with the preparation, maintenance and control of stocks of materials and resources.</li> </ul>

	<ul style="list-style-type: none"> <li>• Assist with the development and implementation if IEPs</li> <li>• Liaise with other staff and provide information about pupils as appropriate</li> <li>• To assist with the display and presentation of pupils’ work</li> <li>• To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities to assist with escorting pupils on educational visits.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• To understand and apply school policies in relation to health, safety and welfare</li> <li>• Attend relevant training and take responsibility for own development</li> <li>• Attend relevant school meetings as required</li> <li>• To respect confidentiality at all times</li> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

## Person Specification

	Essential	Desirable
<b>Qualifications &amp; Experience</b>	Successful experience working with children in a school/early years environment	Successful experience working with children in a school/early years environment  Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and understanding of the School
	Good reading and writing skills – GCSE grade c or above	
	Good numeracy skills – GCSE grade C or above	
	Knowledge of basic ICT to support learning	
<b>Communication</b>	Ability to write basic reports	
	Ability to use clear language to communicate information unambiguously  Ability to listen effectively	
	Overcome communication barriers with children and adults	
	Consult with children and their families and carers and other adults	
<b>Working with children</b>	Understand and implement the school's behaviour management policy	
	Ability to understand and support children with developmental difficulty or disability	
	Good understanding of the school curriculum	
	Knowledge of literacy/numeracy strategies	
	Good understanding of the general aspect of child development	
	Ability to assess progress and performance	

	Understand and support the importance of physical and emotional wellbeing	
<b>Working with others</b>	Understand the role of others working in and with the school	
	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	
	Ability to work effectively with a range of adults	
	Know when, how and with whom to share information Ability to follow instructions accurately	
<b>Responsibilities</b>	Good organisational skills Ability to remain calm under pressure	
	Ability to support the work of volunteers and other teaching assistants in the classroom	
	Ability to manage own time effectively	
	Demonstrate creativity and an ability to resolve routine problems independently	
<b>General</b>	Right to Work in the UK	
	Enhanced DBS with Child Barred List check clearance (arranged by Reach2)	
	Awareness of and commitment to equality	
	Basic understanding of Health & Safety	
	Understand and implement child protection procedures	
	Understand procedures and legislation relating to confidentiality	
	Be prepared to develop and learn in the role	
	Evidence of a commitment to safeguarding and promoting the welfare of children and young people	

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