



St Wilfrid's  
Church of England Academy



LEARNING SUPPORT ASSISTANT



APPRENTICESHIP



Dear Applicant,

Thank you for expressing an interest in the Apprentice Learning Support Assistant (LSA) posts.

We are seeking to appoint Apprentice LSAs who will nurture and support our students so that they overcome their identified barriers to learning and become confident and successful learners. Ideally, you will have worked previously with children who have Special Educational Needs (SEN) and have the ability to establish positive relationships quickly in order to inspire, stretch and maximize their learning.

As an Apprentice LSA, you will support our students in various ways. On occasions this may be within a classroom, whilst at other times this could be working with students in small groups or on a 1:1 basis.

To be successful in your application, you must demonstrate that you are focused, resilient and good-humoured, have experience of working in a team and be digitally literate. It is also essential that you possess excellent communication skills and that you are a good listener and use your own initiative so that you can provide bespoke support to our students.

All successful applicants will receive training and accreditation through Nelson and Colne College. This will form part of the 30-hour working week. A Level 2 or 3 NVQ in Support Teaching and Learning will be awarded through the college to candidates who meet the programme's success criteria.

If you were to be successful in your application, you would be joining an Academy which strives for excellence. We benefit from purpose-built accommodation with excellent facilities. All in all, it is a wonderful place to work, learn and worship. Our vision is 'Lord Direct us to Live Life to the Full', rooted in John 10:10. Whilst *Learning*, we are *Inspired* and develop our *Values* through *Experiences* as each member flourishes. We aim to raise aspirations, realise potential and develop well-rounded successful staff and young people.

If you believe that you can make a difference and improve the self-esteem, independence and confidence of some of our more vulnerable learners through this role then I would warmly welcome your application. Please submit the Support Staff application form, which can be downloaded from the Academy website, along with a letter of application of not more than two A4 sides explaining how your experiences to date qualify you for this role. Please send completed applications to the Principal via the Clerk to the Governors, Mrs K Nightingale (knightingale@saintwilfrids.com).

The closing date for the receipt of applications is 12 noon on Monday 19th April 2021.

I look forward to receiving your application.

Yours faithfully,

Miss C Huddleston  
Principal

# Lord direct us to *live* life to the full

“ The Christian ethos at the Academy helps give us a sense of security and moral guidance that we can carry through for the rest of our life. ”

*Olivia - Year 13*



## KEY FACTS AND STATISTICS

<b>Type of school</b>	Mark 2 Academy Converter	<b>% of PP students</b>	24.4%
<b>Age range</b>	11-18	<b>% of students with Statement of education, health and care (EHC) plan</b>	2%
<b>Location</b>	Blackburn, Lancashire	<b>% of students with EAL</b>	13.4%
<b>Denomination</b>	Church of England Diocese of Blackburn	<b>GCSE Results 2019</b>	
<b>Co-education or single sex</b>	Mixed	English % 4 - 9	89.4%
<b>Number of students</b>	1513	Maths % 4 - 9	80%
<b>Attendance (2018/19)</b>	95.9%	English and Maths % 4 - 9	78.7%
<b>Number of staff</b>	103 Teaching 44 Support	Progress 8 Score	+0.51
		Attainment 8 Score	53.1



**Job Title:**  
Apprentice Learning Support Assistant

**Reporting to:**  
Assistant Principal (SENCO)

### **Main Purposes:**

To work in partnership with class teachers to assist students' with moderate needs and to support their learning in line with the national curriculum, codes of practice and school policies and procedures

### **WORKING TIME**

30 hours per week

### **SALARY/GRADE**

£5.60 per hour

### **TRAINING PROVIDED**

Level 2/3 NVQ in Support Teaching and Learning (dependant on training needs)

### **CORE TASKS**

In addition to the following duties, the postholder may be required to undertake any of the duties normally associated with lower graded Learning Support Assistant posts.

#### **Support for Students**

- Establish good working relationships with students acting as a role model and being aware of and responding appropriately to individual needs
- Ensure that all students have equal access to opportunities to learn and develop
- Provide support to students, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of IEPs and personal care programmes
- Promote self-esteem and independence amongst students
- Promote inclusion and acceptance of all students in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher
- Provide feedback to students on their progress and achievement under the guidance of a teacher
- Focus a student to engage with a learning task
- Support students as they use technology in the classroom and develop their competence and independence in its use;

#### **Support for Teachers**

- Promote good student behaviour, dealing promptly with conflicts / issues and encourage students to take responsibility for their own behaviour, in line with the Academy behaviour policy
- Continue to develop positive relationships with parents and carers
- Assist teachers as they plan, through sharing observations about the student's development and by contributing ideas for activities
- Report student achievement, progress and issues in an agreed format and update records as agreed with the teacher
- Undertake marking of students' work against an agreed marking scheme under the direction of a teacher
- Mount and display students' work in consultation with the teacher

- Prepare, maintain and use equipment / resources required to meet the lesson plans / learning activity and assist students in their use
- Invigilate examinations as required.

### **Support for the Academy**

- Be aware of and comply with policies relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person
- Contribute to the wider life of the Academy and uphold our mission statement
- Work as part of a team and support the role of other people and to establish constructive relationships with other agencies / professionals in liaison with the teacher, to support the achievement and progress of students
- Attend and participate in meetings as required
- Undertake personal development and improve one's own practice through training, observation, evaluation and discussion with colleagues including performance management, and use this to lead, advise and support others
- Assist with the supervision of students out of lesson time
- Accompany teaching staff and students on visits, trips and out of Academy activities as required and take responsibility for a group under the supervision of a teacher
- Support the Academy House System
- Actively promote the Academy within the community
- Contribute where possible to Academy events and extra curricular activities

*This job description forms part of the contract of employment of the person appointed to this post. It reflects the position at the present time only and may be changed at management's discretion in the future.*

## **EQUAL OPPORTUNITIES**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

## **HEALTH AND SAFETY**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

## **SAFEGUARDING COMMITMENT**

This Academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## PERSON SPECIFICATION

This person specification lists the requirements that are necessary to do this job and how these will be assessed (Application - A, Interview - I and References - R).

In the application, the applicant should state clearly how they meet the requirements being assessed by APPLICATION. The panel will reach a decision on whether or not to short-list the applicant based on the information that is provided.

CRITERIA	ESSENTIAL / DESIRABLE	A / I / R
<b>QUALIFICATIONS AND TRAINING</b>		
5 good GCSEs (or equivalent) including English and Mathematics	E	A
An ability to pass a DBS check (non-negotiable)	E	A
<b>EXPERIENCE - The successful candidate will:</b>		
Be able to work effectively within a team	E	A / I / R
Be fully IT competent	E	A / I / R
Be able to produce reports in a timely manner and carry out basic administrative tasks	E	A / I / R
Have experience of supporting students with SEND	D	A / I / R
Have experience of supporting students who may present challenging behaviour	D	A / I / R
<b>SKILLS AND ATTRIBUTES</b>		
Be able to relate to young people	E	A / I / R
Be able to supervise and assist students	E	A / I / R
Have good communication, numeracy and literacy skills	E	A / I / R
Have a flexible attitude which supports the vision of the Academy	E	A / I / R
Be willing to undergo training as necessary	E	A / I / R
Have good time management and organisational skills	E	I / R
Have a first aid certificate or be willing to gain this within an agreed time frame	E	A / I / R
Have a good knowledge of classroom roles and responsibilities	D	A / I / R
Be a team player who works collaboratively with others	D	A / I / R
<b>PERSONAL QUALITIES</b>		
Have energy, ambition and enthusiasm	E	I / R
Have a commitment to an inclusive ethos with the belief that "every student counts"	E	I / R
Be adaptable and resilient	E	I / R
Be flexible to respond to emerging initiatives which support students learning	E	I / R
Be able to actively support and promote the Christian Ethos of the Academy	E	I / R
Be professional in relation to conduct, appearance, punctuality and attendance	E	I / R
Be proactive in supporting colleagues	E	A / I
Possess a good sense of humour	E	I / R

Prepared on: 15/03/2021

By: CH / KC / RS