

# **Learn@ MAT St Matthias**



**St Matthias**  
ACADEMY



**Learn@**  
MULTI ACADEMY TRUST

## **Applicant Information Pack**

**Learning Support Assistant (LSA)  
(Term Time Only)**

**Salary BG8 £23,023 (Pro rata)**

Dear Applicant,

*'All equal, all different, all achieving together'*

We are looking for a trauma-informed, enthusiastic and positive Learning Support Assistant to work at our primary site, The LEAP based at Easton Primary. St Matthias Academy offers full time education for KS2 pupils who need additional support in the East of the City of Bristol. We work to create a learning environment which encourages the development of mutual respect, positive relationships and social responsibility leading towards educational and personal success.

**For this post you will need:**

- experience of working with children and young people
- to be able to motivate and engage young people with social, emotional and behavioural difficulties
- proven experience in managing disaffected pupils with challenging behaviour to promote positive behaviour
- excellent communication and organisational skills
- to be able to rise to the challenge with a smile

**We can offer:**

- varied and challenging work with young people, parents/carers and other professionals
- a chance to make a real contribution to the effective working of the team
- professional development opportunities

We are committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and an enhanced disclosure and barring service (DBS check). References will be taken up prior to appointment.

**Closing date is : 11<sup>th</sup> July 2022 12 noon**

**Interviews will take place : 14<sup>th</sup> July 2022**

I hope you find the information helpful. If you feel that this is a post for which you would like to apply, please complete all sections of the Application Form including the Equal Opportunities monitoring (CVs are not accepted) and return it to Louise Shepherd, by either of the following ways:

Email: [louise.shepherd@learnmat.uk](mailto:louise.shepherd@learnmat.uk)

Post: Learn@ MAT  
c/o Knowle DGE Academy  
Leinster Avenue  
Bristol  
BS4 1NN

Please ensure you provide the name, addresses (including email addresses where possible) of two referees, one of whom should be your current direct Manager. Candidates should be aware we will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview.

Unfortunately, we will not be able to provide feedback on your application at this stage.

Visits are welcomed. Please contact [inset name and contact information] if you would like to visit.

I wish you well and thank you once again for your interest in what we think will be a challenging and rewarding post.

Yours sincerely

Aileen Morrison  
Head Teacher

St Matthias Academy  
Alexandra Park  
Fishponds  
Bristol  
BS16 2BG

## Learning Support Assistant (LSA) Job Description

- 1. POST TITLE: Learning Support Assistant (LSA)**
- 2. GRADE: Bristol Grade 8 (BG8), £23,023 (Pro Rata Salary £18,636)**
- 3. LOCATION: St Mattias Academy**

### Job Purpose

- To provide support for learning activities by young people on an individual or group basis, under the general direction of the line manager.
- To support young people's academic, social and emotional development.
- To undertake the pastoral support for pupils in a class.
- To support the Engagement (Behaviour) Policy throughout the school.
- To contribute to developing social skills, raising self-esteem and encouraging the personal progress of all pupils in all activities.

***This job description should be read in conjunction with the terms, conditions, job descriptions and Learning Support Assistant Standards (TA standards) in our school.***

### Key Job Outcomes

#### 1. Support for young people's learning

Under the guidance of a teacher, provide direct support for the learning of individual young people or groups of young people to achieve defined progression targets in the pupil's teaching and learning plans through:

- carrying out individual support sessions and 1:1 academic social skills tutoring
- recording and reporting individual pupil progress
- delivering activities, interventions, empathetic and sympathetic listening, direct guidance and the provision of appropriate positive feedback to behaviour
- facilitating young people's general physical, emotional and educational development
- supervising and encouraging safe behaviour of individual and groups
- reinforcement of structured learning habits

### **The role will specifically include:**

- adapting resources to ensure students are able to access the wider curriculum
- working with others on curriculum and/or student development to secure co-ordinated outcomes
- adapting resources for personalised learning in the support of young people
- to use data effectively in order to plan for students' needs, track progress and implement interventions as required
- to support a teacher with assessing young people and standardised tests
- to attend team meetings within the Academy base, where applicable, and other meetings as necessary to perform the remit of this post
- to support marking learning, according to Academy policy
- to liaise with parents where appropriate under the direction of the lead teacher
- to engage in the MAT's appraisal and be accountable for their own appraisal outcomes as appropriate to Learning Support Assistant (TA) standards

## **2. Support for the learning environment**

To prepare, store, retrieve, sort and display materials, finished work, equipment, topic work plans and/or assignment documents to assist in providing an effective learning environment as determined by the teacher to

- ensure the learning base environment is a welcoming, communication friendly environment
- facilitate the required standards of achievement and performance, including feedback through structured assessment, for individuals and groups within the learning spaces
- support the development of continuous improvement in both personal performance in the job and the work of the team
- assist in the development, monitoring, reviewing and progression of young peoples' learning plans
- support invigilation and assessment processes, following procedures and under supervision which promotes the attainment of standards in learning progress by the school required by the Head, strategic lead and Academy Councillors, the LA and the Office for Standards in Education [OFSTED].

## **3. Care and support for children**

Attend to the day to day needs of children, inside and outside the classroom, by

- provision of personal, social, hygiene, welfare and behaviour support
- awareness of the progress of individual young people in attaining defined goals

- promoting effective pastoral care for individual young people, under guidance, and liaising with colleagues to provide accurate records
- reporting concerns about progress, identifying possible solutions, to the teacher
- assisting educational and therapeutic professionals in their delivery of specialist support programmes eg Occupational Therapy and Speech and Language plans
- carrying out specified medical care procedures following direct specific training by a qualified practitioner
- contributing to the assessment by the teacher of individual young people's development through observation, record keeping, discussion with colleagues and teachers

### **General Accountabilities**

- A. So far as reasonably practicable, the postholder must promote safe working practices by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and service users. These are defined in the Corporate Health, Safety and Welfare policy, departmental policies and codes of practice.
- B. Work in compliance with the Codes of Conduct, Regulations and policies of the Learn@ MAT, and its commitment to equal opportunities.
- C. Ensure that output and quality of work is of a high standard and complies with current legislation / standards

Learning Support Assistant (LSA)  
Personal Specification and criteria for selection

Category	Essential	Desirable	Where Identified
<p><b>Knowledge &amp; Experience</b></p>	<p>At least 1 year's experience of working effectively in a learning / child care setting with primary aged pupils.</p> <p>Demonstrable skill in maths and English to a GCSE C grade level or equivalent.</p> <p>Skills of empathy, listening, communication and responding with appropriate language to build rapport with young people from a variety of ages, abilities and backgrounds.</p> <p>At least 1 years experience of applying the regulations applicable to Health &amp; Safety, Hygiene, Child Welfare &amp; Protection</p>	<p>GCSE Grade C or above [or equivalent in English &amp; Maths, plus at least three other academic subjects</p> <p>Understanding of how different individuals develop and learn and the experience to identify and apply appropriate processes to achieve progression</p> <p>Understanding of the role of the class teacher and of the parent in developing and maintaining an effective learning environment</p> <p>Knowledge of remedial first aid</p>	<p>Previous, varied experience of working with children in an educational setting (eg. Care, Development or School).</p> <p>Experience of working in a setting subject to Health &amp; Safety, Hygiene, Child Welfare &amp; Protection regulations</p> <p>Knowledge and experience in the use of a recognised Physical Intervention programme, such as Team Teach.</p>
<p><b>Abilities &amp; Aptitudes</b></p>	<p>Aptitude to develop a knowledge of the role within an education environment.</p> <p>Flexible, adaptable and positive attitude to working in a structured environment</p> <p>Communication skills to promote and develop effective working with pupils and colleagues.</p>	<p>The ability to contribute effectively to the workload and responsibilities of a team</p> <p>Ability to work on own initiative, including recognition of when and how to refer issues elsewhere for effective resolution</p> <p>Full clean driving license and ability to drive young people from location to location.</p>	<p>Ability to carry out duties without supervision</p> <p>Ability to communicate in a language other than English</p> <p>A willingness to develop formal capability through achievement of NVQ level 4 in an appropriate field.</p>
<p><b>SPECIAL CONDITIONS Post is subject to Child Protection Legislation and Criminal Records Bureau.</b></p>			

## **Explanatory Notes**

Applications will only be accepted from candidates completing the appropriate Application Form. Please complete ALL Sections of the Application Form which are relevant to you as clearly and fully as possible. CVs will not be accepted in place of a completed Application Form.

## **Safeguarding Children & Young People**

We are committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Candidates should be aware that all posts involve a degree of responsibility for safeguarding children and young people, although the extent of that responsibility will vary depending on the nature of the post. Please see the job description enclosed in this Application Pack for further details. Accordingly this post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions and bind-overs, including those regarded as "spent" must be declared.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including those related to children or young people (whether the disciplinary sanction is current or time-expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any investigation or disciplinary proceedings. If you are not currently working with children, but have done in the past, that previous employer will be asked about these issues.

Where neither your current or previous employment has involved working with children, your current employer will be asked about your suitability to work with children, although it may where appropriate be answered not applicable if your duties have not brought you into contact with children or young people.

## **Interview Process**

After the closing date, short listing will be conducted by a Panel, who will match your skills/ experience against the criteria in the Person Specification. You will be selected for interview entirely on the contents of your application form, so please read the Job Description and Person Specification carefully before you complete your form.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as a current driving license including a photograph and/or a passport and/or a full birth certificate
- Documentary proof of current name and address (i.e. utility bill, financial statement etc.)

- Where appropriate any documentation evidencing a change of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient.

We will seek references on shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications before interview. Any relevant issues arising from references will be taken up at interview.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of supporting positive behaviours.

### **Conditional Offer: Pre-Employment Checks**

Any offer to a successful candidate will be conditional upon: -

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity and qualifications
- Satisfactory DBS Enhanced Disclosure
- Verification of professional status such as GTC registration, QTS Status, NPQH (where required)
- Satisfactory completion of a Health Assessment
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as may be required in accordance with statutory guidance

**You should be aware that provision of false information is an offence and could result in your application being rejected or summary dismissal if you have been selected, as well as possible referral to the police and/or ISA and/or other relevant investigating bodies.**