

**Early Years Learning Support Assistant Application Pack**

Contents

[**Letter from Catherine Paine, Chief Executive** 3](#_Toc114213960)

[Letter from Zara Lambert, Headteacher, St Margaret’s Academy 4](#_Toc114213961)

[Our Cornerstones and Touchstones 5](#_Toc114213962)

[Our Values 6](#_Toc114213963)

[The application 8](#_Toc114213964)

[The application process and timetable 8](#_Toc114213965)

[Safeguarding, Safer Recruitment and Data Protection 9](#_Toc114213966)

[Job Description 10](#_Toc114213967)

**Letter from Catherine Paine, Chief Executive**

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, REAch2 Academy Trust**



# Letter from Zara Lambert, Headteacher, St Margaret’s Academy

Dear Candidate

Thank you for your interest in this role at St Margaret's Primary Academy. We are passionate about developing teachers and ensuring ongoing professional development. We always welcome practitioners in the early stages of their career as well as experienced practitioners with passion and talent to boot.

Unlocking Potential; Transforming Lives, isn't just about getting great results for children, it's about our pupils, staff and community knowing that their starting point does not define their success or journey. We work in one of the most deprived areas in the country, not because it is easy but because every day we are reminded of our passion and commitment to the role we play in the lives of the children, parents and staff we serve.

I want our school to be a Disneyland of schools - about the little moments and not just the big ‘Space Mountain-like’ trips and visits. Every interaction and moment for our children should be memorable and tell them that they are valued and worthy, they are enough. In turn our teachers get the best CPD possible, new research led information and most of all a team that are there for each other and share a common goal.

This is more than just a school, it's somewhere everyone can thrive and we will give you more than just teacher development, we are here to support you in ways that you hadn't even thought of...we like to be different…to be changemakers in education.

To quote Reach2's Headteacher conference this year: Ordinary things done consistently, produce extraordinary results.

We have a team full of superheroes, working tirelessly at the seemingly ordinary to create something really special. Our recent Ofsted inspection is a testament to that. We have been graded as a Good school with 3 Outstanding areas! This is after one year of transformation – what an opportunity it is now to hone our work, refine it and ensure that we strike a balance with quality of life for our team, joy and fulfilment from their working roles and of course incredible education and experiences for our pupils.

If you have any questions or queries you are more than welcome to give us a call. Equally we'd love to see your application and have you visit so that you can see the school for yourself.

We are delighted that you are considering joining the team. If you are passionate, ready to learn, have high expectations and integrity. If you believe in working together and aren't afraid of having audacious goals then we're the school for you. So long as you can have a giggle too! We look forward to welcoming you to our school.

Zara Lambert

Headteacher, REAch2 Academy Trust

# 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)

# Our Values

**St Margaret’s Primary Academy – Cultural Fit**

Working in a school where your values are not aligned is a miserable experience. So we BOTH need to have alignment if you come to work here.

Please consider our Cultural Fit and our Core Values, make sure that it is a good fit for you and that you can align yourself with and live and breathe them.

1. Safeguarding is at the heart of everything we do.
2. We believe that we all have a professional obligation to improve as teachers.
3. We believe that every child deserves a champion.
4. We believe in a culture of the possible, where we can all make progress beyond what anyone, including ourselves could have imagined.
5. We believe that truly great teaching is that which improves students’ progress.
6. We believe an evidence-informed approach to teaching and learning helps is identify what works best in the classroom.
7. We believe that determination and perseverance is the key to success for staff and students.
8. We believe in creating the conditions and the environment for staff and students to grow.
9. We believe basic literacy and numeracy are essential to students making good progress.
10. We believe in teaching key issues; diversity, sustainability, inclusion and iconic/influential People through our curriculum and offer a world view and high standards of personal development and SMSC to all our children.
11. We believe that feedback should be timely and respond to the needs of the individual.
12. We value generosity of spirit and positive reframing.
13. We acknowledge that we all make mistakes.
14. We value those who are able to learn from their mistakes.
15. We live by our core values, for staff and students these shape our core purpose.

Core Values:

*Staff and Pupils’ Wellbeing is threaded through all of our core values.*

Safety

* Safety is our number 1 priority
* *We keep ourselves and each other safe*
* We ensure our actions make others feel safe
* We understand how to stay safe online

Ready to Learn

* *We meet each opportunity with a learner’s mindset*
* We are always ready to learn more
* We learn as much from our setbacks as we do from our achievements
* We are resilient and persistent learners who take risks
* We actively pursue growth and learning
* We embrace and drive new ways to learn and grow

Working Together

* *We help each other and are kind*
* We collaborate as learners
* We are curious innovators
* We work together to support our community
* We work together to build understanding and democracy
* We work together to create a better future for our planet

High Expectations

* *We believe in ourselves and others*
* We are mindful of each other
* We take pride in our work
* We persevere with a challenge
* We are reflective

Integrity

* We are honest
* *We are driven by our values and core purpose*
* We take responsibility
* We hold ourselves and others accountable

# The application

You are invited to submit an application form to **Robert Wright, Business Manager at recruitment@stmargarets-academy.org.**

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](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) 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 **Robert Wright, Business Manager at recruitment@stmargarets-academy.org**.

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:**  | 3rd February 2023 |
| **School visits:**  | Welcome |
| **Interviews:**  | w/c 6th February 2023 |
| **Contract details:** | 32.5 Hours per week for 39 weeks per year |
| **Salary:**  | NJC 4 – 11 £15,798 - £17,934 actual salary |
| **Start date:** | 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](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

# Job Description

**Post:** Early Years LSA

**Responsible to:** The Headteacher

**Salary:** NJC points 4 - 11 (Depending on experience)

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. Staff may also supervise whole classes on planned occasions or during the short-term absence of teachers

**SUPPORT FOR PUPILS**

* Develop a positive and supportive relationship with pupils, acting as a role model and setting high expectations.
* Use specialist (curricular/learning) skills/training/experience to support pupils
* Be aware of the differing needs of pupils
* Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
* Set challenging and demanding expectations and promote self-esteem and

independence.

* Provide feedback to pupils in relation to progress and achievement.

**SUPPORT FOR THE TEACHER**

* Have a working knowledge and experience of the National Curriculum.
* Use strategies, in liaison with the teacher, to support pupils to achieve progress targets.
* Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
* Monitor and evaluate pupils’ responses to learning activities through observation and planned recording of achievement and against pre-determined learning objectives
* Provide objective and accurate feedback and reports as required to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
* Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
* Undertake marking of pupils’ work and accurately record achievement/progress
* Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
* Support and lead the whole class or groups within the class – e.g. phonics, circle times and focussed activity learning.
* Provide clerical/administrative support e.g. administer coursework, produce worksheets for agreed activities, etc

**SUPPORT FOR THE CURRICULUM**

* Undertake structured and agreed learning activities/teaching programmes, adjusting

activities according to pupil responses.

* Undertake programmes of intervention, recording achievement and progress and

feeding back to the teacher.

* Respond to pupils work in line with the School Policy for assessment marking and feedback
* Implement local and national learning strategies, e.g. literacy, numeracy, early years and make effective use of opportunities provided by other learning activities to support the development of relevant skills
* Support the use of ICT in learning activities and develop pupils’ competence and

independence in its use.

* Assist in the display and presentation of learning cues and pupils work inside and

outside of the classroom environment as required.

* Determine the need for, prepare and maintain general and specialist equipment and resources.

**SUPPORT FOR THE SCHOOL**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality (see below) and data protection, reporting all concerns to an appropriate person
* Be aware that you are required to maintain confidentiality both during and after your employment with the school and should not under any circumstances disclose confidential information to any unauthorised third party
* Undertake training and CPD as required.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
* Contribute to the overall ethos/works/aims of the school
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils
* Attend and participate in relevant meetings as required.
* Assist with the supervision of pupils out of lesson times, including before and after school (as required) and at lunch time.
* Recognise own strengths and areas of expertise and use these to advise and support others, acting as a role model of good practice for them
* Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
* Supervise pupils on visits, trips and out of school activities as required
* Be a role model for pupils and colleagues in terms of behaviour and attitude.
* Be punctual and professional at all times.

**Additional Information**

REAch2 is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. This position is subject to an An enhanced DBS disclosure, or an enhanced DBS disclosure with Children’s Barred List Check, will be requested where required and satisfactory written references.

The duties outlined in the Job Description may be varied to meet the changing demands of the school at the reasonable direction of the Headteacher. This job description does not form part of the contract of employment.

**PERSON SPECIFICATION**

|  |  |  |  |
| --- | --- | --- | --- |
|  |  | Essential | Desirable |
| **Philosophy** | * A belief in the ability of all children to achieve and be successful
* A belief in teamwork and ability to get involved in the day-to-day running of the school
 | ✓✓ |  |
| **Experience**  | * Working with children of primary school age
* Working with individuals and groups of children
* Experience of working with children with SEND/EAL needs
 | ✓✓ | ✓ |
| **Qualifications & Training** | * Early Years Practitioner **Level 3** Childcare Qualification **ESSENTIAL**
* Very good Numeracy and Literacy skills - at least GCSE C grade or equivalent
 | ✓ |  |
|  | * NVQ3 or equivalent qualification
* First Aid Qualification
* Previous Child Protection/safeguarding training
 | ✓ ✓ | ✓ |
| **Knowledge & Skills** | * Knowledge of National curriculum
* Experience of delivering Read Write Inc
* Experience of promoting and gaining positive pupil behaviour conducive to learning, focused on raising standards
 | ✓✓ | ✓ |
|  | * Very good organisational skills
 | ✓ |  |
|  | * Very good time management skills
 | ✓ |  |
|  | * Ability to prioritise
 | ✓ |  |
|  | * Adaptability and flexibility
 | ✓ |  |
|  | * Willing to participate in CPD
* ICT Literate
 | ✓✓ |  |
| **Personal Characteristics**  | * Boundless enthusiasm, determination and drive to inspire others to achieve high standards
* A personable nature to build effective relationships with parents/members of the community
* Ability and willingness to promote the school’s aims and the positive culture and ethos
 | ✓✓✓ |  |