

Candidate Application Pack



ATTIGO
ACADEMY TRUST
EXCELLENCE · COMMUNITY · DIVERSITY

Learning Support Assistant &
After School Club Assistant

Alma Primary School

September 2022



ASPIRE · BELIEVE · CREATE · DEVELOP · ENJOY · ACHIEVE

www.attigoacademytrust.co.uk
www.almaprimary.co.uk



Attigo Academy Trust
c/o Worcesters Primary School
Goat Lane, Enfield, EN1 4UF
Tel: 020 8363 7860
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Dear Candidate,

Thank you for your interest in the position of Learning Support Assistant and After School Club Assistant at Alma Primary School.

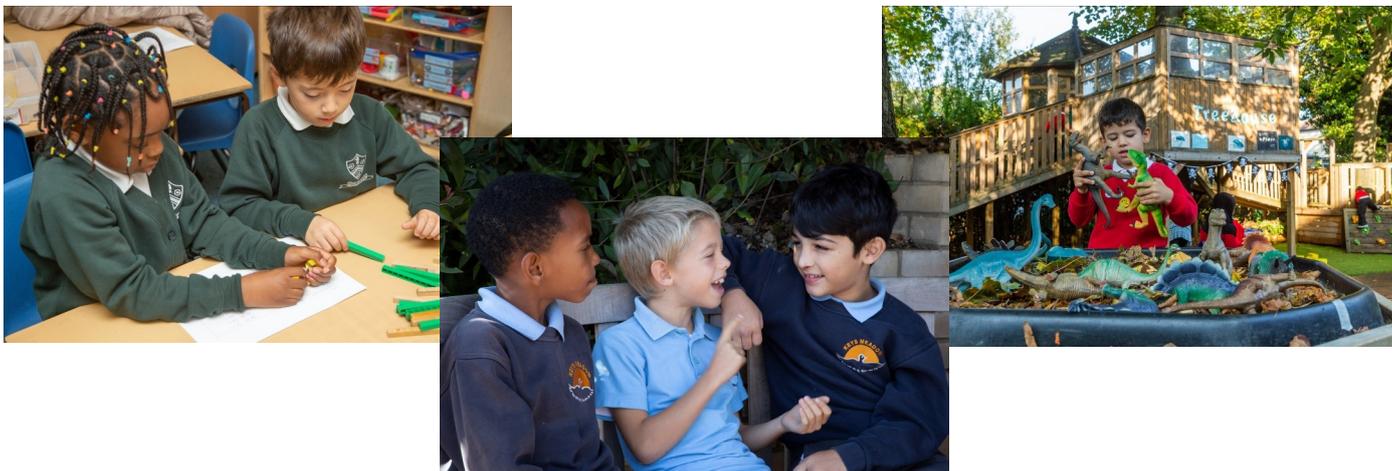
Please read through the Job Description and Person Specification for both roles and complete the application form.

Completed application forms should be submitted online via <https://enfieldjobs-edu.engageats.co.uk> by the closing date.

We look forward to hearing from you.

Helen Thomas
Head Teacher
Alma Primary School

PLEASE NOTE : WE DO NOT ACCEPT CVS



Attigo Academy Trust

Purpose and Values

Attigo Academy Trust was created for member schools to work in partnership whilst maintaining their autonomy and unique qualities. We celebrate the diversity and individuality of each community. Our Trust embraces inclusion and aims to achieve excellence for all. We ensure that our children have outstanding learning experiences and put opportunity for every child at the heart of everything we do. Our Trust is committed to working together for the well-being of all by investing in our community.

Our core values that are embraced by all academies within the Trust are:



- **Excellence** striving to achieve our best; promoting high aspirations; outstanding progress; not accepting excuses; high expectations; enriching curriculum and experiences
- **Community** children at the heart; working collaboratively as schools; embracing inclusion; committed to everyone's well-being; investors in community; working together locally and globally
- **Diversity** embracing uniqueness; maintaining each school's autonomy; celebrate diversity; value learners' personal and cultural identity; recognise and challenge unconscious bias; learn from and about each other

What we can offer staff joining our Trust

Founding Principles

Attigo Academy Trust was created for member schools to work in partnership whilst maintaining their autonomy and unique qualities. We celebrate the diversity and individuality of each community. Our Trust embraces inclusion and aims to achieve excellence for all. We ensure that our children have outstanding learning experiences and put opportunity for every child at the heart of everything we do. Our Trust is committed to working together for the well-being of all by investing in our community. Below are some of the benefits of working for one of the schools in our Trust.

- We have made a commitment to our staff to ensure we review staff workload so they have a good work life balance – e.g. we have reviewed end of year reports for class teachers to write, reduced marking, set up work life balance groups, regular meetings for support staff and a well-being events.
- We provide all staff with opportunities to progress their career through training and development through national professional qualifications and training provided by the Trust. We are committed to support those who are new to teaching by adopting the Early Career Framework.
- We can offer support with taking additional qualifications if you want to pursue a career in teaching as we have strong links with '2 Schools Consortium' who offer school direct salaried, SCITT (school centred initial teacher training), Postgraduate Teaching Apprenticeship and Assessment only routes to qualified teacher status
- We have opportunities for working across the Academy through observing practice, year group meetings, moderation events and visits
- We provide positive environments to work in where staff well-being is a priority
- Some of our schools have additional provision with breakfast and after school clubs. If your child attends one of the schools in the Trust, they are given priority if a place is required. If you work in the school where your child attends this additional provision, you may also qualify for a staff discount
- 3 of our schools have 2-year-old provision where staff members are prioritised for a place
- If you are a member of staff, then you can apply for a place at any one of the schools in our Trust for a place as this is classified as a staff member application
- We are developing expertise across the Trust through our School Improvement Strategy. We appointed a Music Lead to work across the Trust and there is more joint working planned.
- We have long standing creative partners such as the aerial theatre company Scarabeus, offering high quality and unique CPD opportunities.
- All of our schools have access to the rail network and if you drive each school has secure car parking facilities
- Access to the Local Authority ECTs training programme (worth £4,000 per ECT)

Job Description: Learning Support Assistant
Pay Scale: Scale 3
Responsible to: Headteacher

Purpose of the job:

- To support pupils' learning and development and share in their pastoral care.
- To take an involved part in the planning and record keeping of pupils' learning.
- To share in the care and wellbeing of pupils throughout the school.
- To follow, maintain and promote the school core values.
- To ensure compliance with all school policies and procedure and government legislations.

Duties and Responsibilities:

Achievement and Standards

- Assist teachers in raising the achievement of all pupils.
- Work with individual pupils or groups as required.
- Contribute to the preparation of lessons and assist in the selection and preparation of teaching resources in order to meet pupils needs and interests.
- Supervise and assist individual or small groups of pupils in activities set by the teacher or SENCO.
- Supervise whole classes for short periods of time eg Parent Meetings.
- Contribute to reports and the maintenance of appropriate records
- Contribute to assessment procedures.
- Help implement lesson plans.
- Provide feedback to teachers by observing pupil performance and behaviour and the effectiveness of classroom processes and organisation.
- Carry out intervention programmes where necessary.

Pupil Well Being and Personal Development

- Assist with maintaining good behaviour of pupils across the school following the school's Behaviour Management Policy.
- Provide additional care for pupils with particular needs (learning, behavioural, physical, medical) as part of a planned programme.
- Build and maintain good relationships with pupils, ensuring the care, health and welfare of pupils at all times, including the willingness to dress and undress, the toileting, and the cleaning of pupils, where necessary after appropriate training.
- Assist pupils with physical needs and difficulties.
- Establish and maintain appropriate working relationships with parents, staff and other adults involved in pupils' education.
- Follow school procedures for safeguarding, reporting any concerns regarding pupils' safety and welfare to designated staff.
- Promote the inclusion of all pupils, including those with EAL and supporting individual pupils who find it difficult to form relationships or successful access to the curriculum.
- Help to keep pupils on task by giving individual attention where necessary and helping them to become more successful learners.

Job Description: Learning Support Assistant
Pay Scale: Scale 3
Responsible to: Headteacher



The Quality of Provision

- Assist in the provision of activities for the pupils to encourage their physical, intellectual, emotional and social development.
- Liaise with Class Teacher/SENCO and contribute to individual planning and EHCP reviews as necessary.
- Assist with planning, creating and mounting displays.
- Maintain a safe and purposeful learning environment.
- Supervise pupils in different contexts, ensuring their safety at all times.
- Assist in maintaining good relationships between all members of the school community, including parents, support staff and other agencies such as Educational Psychologists and Speech Therapists.
- Develop skills and knowledge of ICT, particularly in supporting children with Special Needs.

Other Responsibilities

- Attend relevant meetings and contribute to curriculum development, school policies and procedures.
- Supervise pupils during break times as necessary and maintain a good level of hygiene in the dining hall.
- Ensure good communication.
- Take responsibility for own professional development by seeking opportunities and attending relevant training.
- Contribute to the wider life of the school.
- Take part in school practices and procedures, eg playground duties, educational visits, school performances.
- Be willing to undertake first aid training and once qualified to administer on a rota basis first aid to staff and pupils.
- Be willing to act as a fire marshall.
- Be committed to the schools aims and values.
- Ensure that the duties of the post are undertaken with due regard of the School's Health & Safety Policy, Code of Conduct and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.
- Any other duties required by the Leadership Team within the scope of this post.

This Job Description is to be used in conjunction with the 'Professional Standards for Teaching Assistants – June 2016' document.

All schools and services in Enfield are committed to safeguarding and promoting the welfare of children and young people. Therefore, all workers and employees within Enfield are expected to share this commitment.

Person Specification: Learning Support Assistant

We are seeking to appoint an innovative and professional individual who will make a significant contribution to the development of the school. The selection panel will be looking for evidence in your application form and supporting statement of your strengths and abilities in relation to the criteria set out in this person specification.

| Core Requirements | Essential | Desirable |
|---|--|--|
| <p>Attainments, experience and training</p> | <ul style="list-style-type: none"> • Educated to GCSE level in Maths and English (Grade A-C) or equivalent. • Experience of working within an educational environment. • A basic understanding of policies/legislation relating to health and safety, equal opportunities, confidentiality, safeguarding, behaviour, attendance and data protection. | <ul style="list-style-type: none"> • First Aid/Paediatric First Aid Qualification. |
| <p>Special skills, knowledge and ability</p> | <ul style="list-style-type: none"> • An understanding of child development . • An ability to work under direction to deliver a curriculum activity to a group of children or individuals effectively. • Able to follow a range of behaviour strategies to promote good behaviour. • Skilled to support children with specific needs. • Able to support the school’s assessment for learning process. • Good verbal and written English communication skills. | <ul style="list-style-type: none"> • Demonstrate creative ability. • Able to work across different settings. • Able to use ICT for teaching and learning. |
| <p>The Successful candidate must be:</p> | <ul style="list-style-type: none"> • Organised and supportive. • Able to work within and as part of a team. • Open and approachable. • Flexible and able to accept change. • Able to motivate children who have some barriers to their learning. • Passionate about raising standards for children. • Kind, calm and patient. • Have high expectations of themselves and others. | <ul style="list-style-type: none"> • Have a good sense of humour. |

SAFEGUARDING CHILDREN

Attigo Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

Job Description: After School Club Assistant
Pay Scale: Scale 2
Responsible to: Headteacher

Purpose of post:

- To provide an enjoyable play experience for all children attending the After School Club
- To be involved in the planning, setting up and packing away of activities
- To ensure the safety and wellbeing of pupils at all times

Key Accountabilities

- Alongside other team members, provide appropriate support to pupils to enable them to engage in a range of games and activities
- Maintain a safe environment through adequate supervision of pupils and follow the procedures set out in the school's 'Positive Behaviour Policy'

Key Responsibilities

- Observe and monitor pupils, adapting any agreed approach to meet particular needs
- Support and supervise pupils whilst eating their daily snack
- Encourage pupils to be involved in appropriate activities taking into account any additional needs of the child
- Develop methods of promoting and reinforcing children's self esteem, confidence and independence
- Enable pupils to have fun and participate in games at their appropriate level
- Ensure that the provision provides support for pupils that are under 8
- Work or play with individuals or small groups of children providing assistance and encouragement
- Assist in the planning, creation and mounting of displays of pupils work
- Provide support and assistance for children's pastoral needs (eg. dressing, going to the toilet, caring for sick, injured or distressed children)
- Report as necessary any areas for improvement or concern to the headteacher
- Maintain daily registers
- Assist with the setting up, preparation and putting away of resources/equipment

Pupil Wellbeing and Personal Development

- Assist with maintaining good behaviour of pupils at all times
- Provide additional care for pupils with particular needs (behavioural, physical, medical)
- Build and maintain close and secure relationships with pupils, ensuring the care, health and welfare of children at all times
- Establish and maintain appropriate working relationships with parents, support staff and other adults involved maintaining confidentiality as necessary
- Report any concerns regarding child protection or children's welfare to the designated teachers

Other Responsibilities

- Attend relevant meetings and contribute to curriculum development, school policies and procedures.
- Supervise pupils during break times as necessary and maintain a good level of hygiene in the dining hall.
- Ensure good communication.
- Take responsibility for own professional development by seeking opportunities and attending relevant training.
- Contribute to the wider life of the school.
- Take part in school practices and procedures, eg playground duties, educational visits, school performances.
- Be willing to undertake first aid training and once qualified to administer on a rota basis first aid to staff and pupils.
- Be willing to act as a fire marshall.
- Be committed to the schools aims and values.
- Ensure that the duties of the post are undertaken with due regard of the School's Health & Safety Policy, Code of Conduct and to their personal responsibilities under the provision of the Health and Safety at Work Act 1974 and all other relevant subordinate legislation.
- Any other duties required by the Leadership Team within the scope of this post.

Person Specification: After School Club Assistant

The selection panel will be looking for evidence in your application form and supporting statement of your strengths and abilities in relation to the criteria set out in this person specification.

| Core Requirements | Essential | Desirable |
|---------------------------------------|---|---|
| Attainment: | <ul style="list-style-type: none"> • Proven Level of Standard English (spoken and written) | <ul style="list-style-type: none"> • First Aid/Paediatric First Aid Qualification. |
| Experience: | <ul style="list-style-type: none"> • Proven skills and abilities of working with children | |
| Skills/Knowledge/Abilities/Aptitudes: | <ul style="list-style-type: none"> • Ability to communicate effectively • Good interpersonal skills • Ability to work co-operatively and flexibly within a team • Ability to manage and supervise pupils • Ability to develop and maintain appropriate boundaries with pupils • An understanding of the importance of confidentiality • Ensuring safeguarding procedures are followed to promote the welfare of all children. • Commitment to the promotion of equal opportunities issues • Commitment to the promotion of Health and Safety at work | |

SAFEGUARDING CHILDREN

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