



*Achieving excellence together*

*Welcome to Bowling Green Academy where we are currently looking to appoint a new Learning Support Assistant.*

*Great Heights Academy Trust strive to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all can achieve their full potential and all can reach GREAT heights.*



A broad & strong 2-18  
offer for West Yorkshire



## Learning Support Assistant

CANDIDATE INFORMATION PACK



## ► Welcome

Dear Colleague,

I would like to warmly welcome you to Bowling Green Academy where we all 'achieve together'. The children are at the heart of everything we do here, and I am extremely proud to be the school's Principal, as it continues its exciting journey of continuous, evidence-based improvement and excellence.

At Bowling Green Academy, we believe that growing a love of learning – both knowledge and skills – is vitally important in preparing children for their future. We want our pupils to leave the school as confident, independent, highly motivated and caring members of society, who are ambassadors of happiness, wellness and positive change. We may be slightly smaller than average, but we think big and are ambitious for our children and all that they can achieve.

As part of the Great Heights Trust, Bowling Green Academy offers a safe, inspirational and welcoming environment. Staff truly care, children happily smile, learn and play together, and our parents and carers work in partnership with the school. This allows the school to have a strong family ethos, based on respect, inclusion, and celebrating both difference and successes.

Bowling Green Academy's motto is 'Achieving Together' and this includes everyone at all levels of school life. We want children to be the kite in our logo; to fly high, thrive and flourish both academically and personally.

I look forward to receiving your application, best of luck to all.

Yours sincerely,

Mr Jamie Stuttard

Executive Principal



## Overview of the Position for Bowling Green Academy

Bowling Green Academy are seeking highly driven and talented individuals to join our thriving Multi-Academy Trust which is fully committed to making a difference to the life chances of our pupils. We are keen to hear from candidates who have the experience or a strong desire to work with children of primary school age.

## About the Trust

The Trust currently comprises of seven primary schools: three in Calderdale (The Greetland Academy, West Vale Academy and Bowling Green Academy), one in Leeds (Raynville Academy) and three in Kirklees (Carlinghow Academy, Nields Academy and Marsden Junior School). We currently have two secondary schools (The Mirfield Free Grammar and Colne Valley High School). We also have a Trust Head Office based at Riverside Mills in Elland.

To find out more about our Trust, please view our [Stakeholder Overview](#).

*Great Heights Academy Trust is committed to safeguarding and promoting the welfare of children and we expect all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974: pre-employment checks will be carried out; references will be sought, and successful candidates will be subject to an enhanced DBS check, an online search, and other relevant checks with statutory bodies.*



### ► Our Trust Vision

Our Trust vision has school improvement at its heart that will benefit all children in Trust schools.

### ► We aim to

- ✓ Develop an effective partnership of schools that share a commitment to raising standards.
- ✓ Strengthen the partnership by valuing the uniqueness of each school and expecting all schools to contribute.
- ✓ Foster relationships based on mutual respect with a balance of autonomy and accountability.
- ✓ Share expertise – both best practice and best practitioners.
- ✓ Develop all teachers and leaders through effective professional development.
- ✓ This Trust vision drives both our School Improvement Strategy and our Strategy for Growth.

### ► Our Vision and Values Statement

*The Great Heights Academy Trust strives to always provide an inspirational, positive and welcoming environment where there is a sense of pride and fun and where everyone works together with confidence, enthusiasm and mutual respect. We aim to nurture academic, personal, spiritual and social development in a caring and professional manner so that all achieve their full potential and all can reach GREAT heights.*

### Current Trust Academies and Designations

Our mantra across our partnerships embraces the following themes:

**G**

Great teaching and learning opportunities for all in the partnership

**R**

Real life opportunities to develop an understanding of the wider world

**E**

Enthuse a love of learning and mutual respect

**A**

Academic development to nurture potential for all

**T**

Thorough accountability

GHAT has access to a wide support network through our designations. These offer support to all of our schools.



*Achieving excellence together*



**English Hubs**

Teamworks English Hub @ The Greetland Academy



Supported by the Education Endowment Foundation





## JOB DESCRIPTION

<b>Position:</b>	Learning Support Assistant (working with children with EHCPs)
<b>Department:</b>	Bowling Green Academy
<b>Pay Range:</b>	Scale Point 4
<b>Responsible to:</b>	Principal Deputy Principal Class Teacher

### Statutory Requirements

It is aligned to the [Local Government Terms and Conditions](#), set out in the statutory guidance.

### Membership of the Trust

- To be an ambassador for the developing MAT, ensuring both internal and external colleagues are aware of the vision, culture, and ethos within the trust.
- To contribute to the delivery of the MAT school improvement offer and subsequent gains of being in Great Heights Academy Trust.
- To ensure all trust systems, processes and procedures are adhered to as requested from the Trust post holders.

### Main Duties and Responsibilities

- To draw on knowledge of various forms of special needs to develop an understanding of the specific needs of the children concerned.
- Taking into account the special needs involved, and following the I.E.P. and class teacher's planning, to aid the child/ren to learn as effectively as possible both in group situations and individually
- To establish a supportive relationship with the child/ren concerned.
- To encourage acceptance and integration of the child with special needs.
- To promote/reinforce children's independence and self-esteem, helping with communication.
- Provide personal care to assist toileting, including changing and other self-care skills.

### Supporting the Teacher

- To assist with the class teacher, and other professionals as appropriate, in the development of a suitable programme of support for the child/ren with special needs.
- In conjunction with the class teacher, and /or other professionals, to develop a system of recording a child's progress.
- To contribute to the maintenance of child/ren's progress records.
- To participate in the evaluation of the support programme.
- To provide regular feedback about the child to the teacher.
- To be an active part of the classroom team working alongside the teacher and with a range of children as required.



**Supporting the School**

- Where appropriate, to develop a relationship to foster links between home and school.
- To liaise, advise and consult with other members of the support team involved with the child, including external agencies, when asked to do so.
- To contribute to reviews of the pupil’s progress.
- To attend relevant in-service training.
- To be aware of school procedures and procedures.

**Safeguarding**

As part of your wider duties and responsibilities you are required to promote and actively support the Trust’s responsibilities and policies towards safeguarding and promoting the welfare of children, young people and vulnerable adults.

**General**

- To uphold the Nolan Principles of public life.
- To support the Trust climate for learning and a culture of achievement and high expectation.
- To act as a positive role model to staff, maintaining high professional standards and high levels of care for pupils.
- To fully participate in CPD and appraisal activities.
- This job description is not intended to be comprehensive and the job holder may be asked to perform other duties commensurate with the post as directed, to meet the needs of the Trust.

**Name:** .....

**Signed:** ..... **Date:** .....

**Person Specification: Learning Support Assistant****Key to identification:** A = Application I = Interview R = Reference C = Certificates

<b>Knowledge, Skills and Qualifications</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Has an understanding of children with special needs in mainstream education.	✓		A/I
Has an understanding of child development and primary education curriculum.	✓		A/I
Able to implement learning activities as directed by the teacher.	✓		A/I
Strong communication and interpersonal skills. Able to communicate appropriately with parents.	✓		A/I
Basic understanding of inclusive education and differentiation.	✓		A/I
Able to follow instructions but also show initiative when needed.	✓		A/I
Knowledge of safeguarding and child protection procedures.	✓		A/I
<b>Personal Development and Additional Learning</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Is willing to further develop knowledge and understanding of children with special needs.	✓		A/I
Is willing to undertake specific special needs training.		✓	A/I
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Working with children (ideally in a school or educational setting).		✓	A/I/R
Classroom experience alongside a teacher.		✓	A/I/R
Supporting a child one-to-one.		✓	A/I
Supporting children in small group work.		✓	A/I
Has worked on a child's program of learning set by a class teacher.		✓	A/I
Has worked with children with Special Educational Needs (SEN).		✓	A/I
Has supported children with neurodiverse strengths and needs.		✓	A/I
Has experience of working with pupils with difficulties with speech, language and communication needs.		✓	A/I
Experience of working with pupils with an ASD diagnosis.		✓	A/I
<b>Disposition / Attitude</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
A positive, encouraging, and nurturing approach to learning.	✓		A/I
Flexible and able to adapt to different situations or pupils' needs.	✓		A/I
Has the confidence and willingness to work as a member of the class/school team.	✓		A/I
Ability to adapt to ever changing circumstances.	✓		A/I/R
Has the patience and understanding to motivate children with special needs.	✓		A/I
Displays a warm and caring respect for children as individuals.	✓		A/I
Displays energy and enthusiasm and is able to make good relationships with staff and children.	✓		A/I/R
<b>Personal Circumstances</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Willingness to cover staff illness when necessary to maintain continuity of care.		✓	A/I

## ► Reasons to work at Bowling Green Academy / Great Heights Academy Trust



### A fantastic team

A highly skilled, loyal and supportive team of staff and senior leaders.



### Professional development

Bespoke professional development to ensure that you as an employee, 'reach great heights'.



### Career Opportunities

Career opportunities across the MAT.



### Cycle to work scheme

Tax free cycle scheme.



### Holiday package

The Trust provides staff with a generous holiday entitlement.



### Pension scheme

Contributory pension through West Yorkshire Pension Fund/Teachers' Pensions.

