



# Ark Evelyn Grace Academy

## Learning Support Assistant

*“Cleverer and kinder every day”*

**Start date:** September 2020

**Salary:** Band 5 Term Time Only (Pro Rata)

**Location:** Brixton, London

**Nearest Tube station:** Brixton (Victoria)

**Deadline:** Friday 14<sup>th</sup> August

**Interviews:** 24<sup>th</sup> & 25<sup>th</sup> August 2020

We believe education is transformational. That is why what we do matters and why we are always seeking to improve our practice. As an LSA at Evelyn Grace you will join me and together, we will shape and develop our academy, and thereby realise our ambitions in building an outstanding school.

Teaching is indeed a noble profession and to teach in a disadvantaged context is nobler still. However, to simply turn up and teach is never enough. Education is only transformational if every student has a consistent diet of six great lessons every single day. Great schools develop great teachers so that all students might secure the very best outcomes in their chosen subjects. Only then will our students be able to leave this school and compete for the very best positions in their chosen career.

I intend for Evelyn Grace to be the school of choice in the local community, whose reputation is centred on great teaching, exemplary behaviour and unrivalled opportunities beyond the classroom. This will only be achieved through our collective efforts.

As teachers we know that there is no substitute for hard work and this, above all else, will help our students understand and achieve excellence. We will help each student gain a firm knowledge and understanding so that the passion for their subjects grows and matches that of every one of us.

We are seeking to appoint a dedicated and enthusiastic individual who is passionate about education as a means of helping our students become cleverer and kinder every day. We believe that all our students can achieve excellence, no matter what their background and that they all deserve the very best teachers and resources to help them secure the very best qualifications. Accordingly, the Academy offers a rigorous curriculum and a broad enrichment programme for students at all key stages.

Schools are not just a place of learning; they are a journey of self-discovery, intellectual enquiry and growth. That should be as true for every member of staff as it is our students. However, this goal is only possible if we work consistently and in harmony.

*Join us in our journey towards excellence for all.*

Yours faithfully,

A handwritten signature in blue ink, appearing to read 'Tim Dainty', is shown within a rectangular box.

**Tim Dainty**

**Principal**

## Job Description: Learning Support Assistant

**Reports to:** SENCO  
**Start date:** September 2020  
**Salary:** Band 5 Term Time Only (Pro Rata)  
**Hours of work:** 36 hours per week, Term time only

### The Role

- To provide support for identified individuals and groups of students across the curriculum, helping them to learn effectively and make rapid progress
- To assist teaching staff with the preparation of differentiated resources which enable students to access the curriculum.
- To work with the SENCO to identify and implement strategies which enable identified students to make progress.

### Key Responsibilities

#### Learning Support

- To promote inclusion and acceptance of all students in the school, including those with physical, learning and social and emotional difficulties
- To work with teachers to assess the needs of individual students
- To work with the SENCO and other teachers to implement Individual Education Plans and develop resources for pupils who have: Special Educational Needs and Disabilities (SEND), speech or language impairments, or behaviours that interfere with learning and/or the development of relationships
- To plan and facilitate small group teaching
- To plan and undertake one to one teaching
- To observe, record and feedback information of pupil performance
- To assist in creating materials for curriculum delivery and display boards
- To assist with whole class teaching
- To assist with promoting positive behaviour for learning within and outside the classroom
- To provide off-site community-based opportunities for pupils, if appropriate
- To assist student learning outside of the classroom when appropriate e.g., computer lab, library, homework clubs or interventions
- To understand and analyse data of identified students

#### Other support

- To support the supervision of students during lunch times and at the start/end of the school day
- To work alongside other supporting agencies
- To maintain pupil and family confidentiality
- To attend regular meetings and training, as required

#### Other

- To undertake other various responsibilities as directed by the line manager and Principal.

# Person Specification: Learning Support Assistant

## Qualification Criteria

- Degree level qualification
- English and Mathematics GCSE (or equivalent) at grade C or above
- Certified teaching assistant course or training would be desirable
- ELSA qualification and experience with Lexia would be desirable
- First aid qualification is desirable but not essential
- Right to work in UK

## Experience

- Experience of establishing successful learning relationships with a variety of children at the relevant age
- Experience of working with children with SEN or other additional needs desirable
- Experience and/or understanding of the role of a LSA and in particular classroom organisation and management.

## Personal characteristics

- Genuine passion and a belief in the potential of every pupil
- To be a learner and continually seek professional development opportunities
- Helpful, positive, calm and caring nature
- Able to establish good working relationships with other LSAs and teachers
- Able to follow instructions accurately but make good judgments and lead when required
- Motivation to continually improve standards and achieve excellence.

## Specific skills

- Good written and oral communication skills
- Good numeracy and literacy skills
- Competent with computers and other technology
- Good administrative and organisational skills
- Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school
- Able to deal with minor incidents, first aid, and the personal health and hygiene of the pupils
- Understands the importance of confidentiality and discretion
- The ability to speak another language, play a musical instrument or coach a sport desirable, not essential.

## Other

- The post holder will be expected to undertake the paperwork associated with their caseload
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- Willingness to undertake training
- This post is subject to an enhanced Disclosure and Barring Service check.

## How to succeed in a virtual EGA interview.

At EGA, we are moving all of our recruitment online for the period of school closure.

To see more of the vacancies we are currently advertising, visit [www.evelyngraceacademy.org/vacancies](http://www.evelyngraceacademy.org/vacancies)

## Application Tips

We feel confident that we can still find the right candidates, who are well-aligned to our school values, and have the potential to be exceptional teachers and leaders – but, of course, we will be going about it a bit differently!

### 1. Pre-application

Read the pack and our website carefully, and reach out and ask us any questions – email me on [tim.dainty@evelyngraceacademy.org](mailto:tim.dainty@evelyngraceacademy.org) if you want to talk about a role or the selection process.

### 2. Application form

This should be the same as any other application – make sure you do lots of reading about the school, tailor your application to the school.

Use the person specification, but then think more widely about the school and the role.

Why specifically EGA? What have you read or heard that makes you think you'd be a good fit?

How do your personal educational values align to those of the school?

### 3. Preparing for Interview

Prepare as you would for an in-person interview but be prepared to talk in even depth about your teaching practice or experience in the relevant field. If you are a teacher, we will talk about the classes you currently teach, how you go about planning your lessons, and what we would see if we were to see you teach. We will talk to you about curriculum planning, and the position of your subject within the wider curriculum. If you are a support member of staff, we will ask you about your prior experience and what you will bring to this role and respond to specific scenarios.

### 4. Teaching us (Teachers only)

We will ask you to teach us (or do an assembly for a pastoral job) – either live to the panel online, or recorded and sent in. Prepare as you would for a normal lesson – feel free to send through notes if that helps. We want to see how you plan a concept, explain an idea and give the pupils instructions.

This will feel odd but gives us a really good idea of what you'd be like interacting with our pupils, how you reflect on your practice and your approach to feedback.

## **5. Dealing with technology**

All our processes will happen on Microsoft Teams – we will send a link, so you don't need any specialist software. It is worth having a play around with the software, or ask us any questions in advance.

## **6. Adaptability**

We will leave plenty of opportunity for questions at the end of the interview, and we will spend lots of time talking and unpicking your answers. Please come prepared to share anything you'd like that we didn't cover, or any questions you have about it. We really appreciate your adaptability in these unprecedented times.

Hopefully that gives you a good insight in to our approach to recruitment during this school closure period – and please do reach out if you have any questions.