



**CARLINGHOW**  
ACADEMY



**GREAT**  
**HEIGHTS**  
ACADEMY TRUST

*Achieving excellence together*

*Welcome to Carlinghow 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.*



## **Learning Support Assistant**

---

CANDIDATE INFORMATION PACK



## ► Welcome

Dear Colleague,

I am delighted that you are considering the position of Learning Support Assistant at Carlinghow Academy.

We are seeking to recruit an individual to work in our school who has the inspiration, drive, and motivation to make a difference to the lives of young people. It is a unique moment in time to join the team as we continue our exciting journey with Great Heights Academy Trust.

It gives me great pleasure to introduce myself as the Principal of Carlinghow Academy. Carlinghow Academy is a safe, warm, welcoming, and inclusive school where all stakeholders have the children's best interest at heart.

The children at Carlinghow Academy are amazing! They have shown resilience through change and have always put 100% into everything they do. They are well mannered, caring, inclusive and have a real love of learning.

As Head of School, I am immensely proud of this school and hope that the website gives you an insight into all the work that we do. If, you are considering applying for the position at this school, you are welcome to come and visit us. Please contact the school office to arrange a time to come and see our school in action.

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

Yours sincerely,

Mrs M Fishwick

Principal



## Overview of the Position for Carlinghow Academy

We 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 a successful background in working with young people and who are capable of playing a major role in our evolving plan to deliver exceptional 2-18 provision for the pupils in our growing MAT.

We want to hear from individuals who have the qualities and drive to make the most of this unique moment in time. The successful applicants should have a strong track record of impact and share the Trust's vision. You will need to be an articulate and strong communicator with proven strengths in engaging, inspiring and motivating students and young people at all levels.

## 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 School 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.





## JOB DESCRIPTION

<b>Position:</b>	Learning Support Assistant (working with statemented child)
<b>Department:</b>	Carlinghow Academy
<b>Pay Range:</b>	Grade 5, Point 5
<b>Hours of work:</b>	30 hours per week, term time only
<b>Responsible to:</b>	Principal Vice Principal Teacher SENDCo

### 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, policies, processes and procedures are adhered to as requested from the Trust post holders.

### Main Duties and Responsibilities

#### Supporting the Pupil:

- To draw on knowledge of various forms of special needs to develop an understanding of the specific needs of the children concerned.
- To provide information and advice to enable pupils to make choices about their learning and behaviour, challenging and motivating pupils as well as promoting and reinforcing self-esteem.
- Considering 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 policies.

**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. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn't just about the very old and the very young, it is about everyone who may be vulnerable.

**Notes:**

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the Principal. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

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

<b>Qualifications/Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Minimum of a grade C (level 4 equivalent) in GCSE English and Maths	✓		A/I
Willingness to attend appropriate training	✓		A/I
Is willing to further develop knowledge and understanding of children with special needs.	✓		A/I
Recent safeguarding training		✓	A/I
<b>Experience</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Has an understanding of children with special needs.	✓		A/I/R
Previously worked with children with special needs.		✓	A/I/R
Has experience of working with pupils with specific learning difficulties, including visual impairment and supporting language and communication.		✓	A/I/R
Has worked on a child's programme of learning set by a class teacher.		✓	A/I/R
<b>Knowledge and understanding</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Understands children with special needs in mainstream education.	✓		A/I/R
Has the confidence, adaptability, and willingness to work as a member of the class/school team.	✓		A/I/R
Can communicate appropriately with parents.	✓		A/I/R
Has the patience and understanding to motivate children with special needs.	✓		A/I/R
Displays a warm and caring respect for children as individuals.	✓		A/I/R
Understanding of relevant policies/code of practice and awareness of relevant legislation	✓		A/I/R
General understanding of the curriculum and other learning programmes.	✓		A/I/R
<b>Initiative and Circumstances</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/I/R</b>
Ability to adapt to ever changing circumstances.	✓		A/I/R
Available to attend IEPs etc when requested		✓	A/I/R
Displays enthusiasm and can make good relationships with staff and children.	✓		A/I/R
Willingness to cover staff illness when necessary to maintain continuity of care.		✓	A/I/R
Willingness to provide intimate care for child.		✓	A/I/R
Willing to work within organisational procedures, processes and to meet required standards for the role.	✓		A/I/R
Good oral and written communication skills.	✓		A/I/R
Be resilient and demonstrates ability to work well under pressure.	✓		A/I/R

## ► Reasons to work at Carlinghow 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.

