



The Langley Academy Primary Langley, Berkshire

Learning Support Assistant
Application Pack

Contents

Thank you for your interest in the post of Learning Support Assistant at The Langley Academy Primary

This pack contains:

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- The job description and person specification

We hope that you find the pack informative and useful. If you do have any further questions, then please contact The Langley Academy Primary Headteacher via the details below:

Jane Atherton

jane.atherton@langleyacademyprimary.org

01753 214450

Dear Applicant,

I am delighted that you have shown an interest in applying for the Learning Support Assistant position at The Langley Academy Primary. I would like to set out the reasons why this opportunity is so exciting.

The Langley Academy Primary is a new three form entry free school which opened in September 2015 with 90 Reception pupils. Its intake will grow by 90 pupils each year until reaching full capacity of 630 children in 2021. The Langley Academy Primary is sponsored by The Langley Academy Trust and shares the site with The Langley Academy (secondary).

We are committed to developing each and every one of our pupils to enable them to become the best they can be by providing each child with an outstanding educational experience.

To support us in our aims, we need support staff who are innovative, energetic and nurturing with knowledge and understanding of teaching and learning the primary curriculum. You will also need to have a passion to support us in creating a motivating environment which inspires children.

As a member of our growing team we are looking for a Learning Support Assistant who is:

- Clear about their values and are passionate about the role a primary school can play in transforming children's lives
- Able to work as a supportive, reflective member of our team
- Excited by working in a collaborative environment across The Trust
- Professional with a 'can-do' approach
- Flexible, quick thinking with lots of great ideas
- Energetic, creative and able to use your initiative
- Approachable with excellent communication skills
- Role model for the school community

We will look to you to support our teaching team to create a supportive, learning environment, which enthuses children and gives them the motivation to do well. In return, you will benefit from the support of our team and The Langley Academy Trust. As part of a dedicated team, you will have opportunities to develop your wider skills and interests to benefit our children.

As an academy we offer you the following benefits:

- Flexible and supportive team with a shared vision/ethos.
- Opportunity to work alongside practitioners across The Trust
- Comprehensive internal and external CPD programmes to assist in the development of your skills
- Priority admission for children of Langley Academy Trust staff (see admissions policy for further information)

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- Complimentary school lunch
- Complimentary tea and coffee
- Complimentary school waterproof fleece lined coat
- Brand new £8 million school building

Working from a blank page to develop The Langley Academy Primary has been my most exciting challenge so far and I am sure you would love to be a part of this journey. As a new school, we are open to ideas to ensure children receive the best opportunities. Please come and visit us to learn more.

Yours sincerely,



Tracey Bowen
Headteacher

About the Trust and the Sponsor

The Langley Academy Trust is a Multi-Academy Trust (MAT) established to build on the successes of The Langley Academy to enhance the life chances of all the children who attend our schools. Being a MAT allows us to take advantage of synergies between primary and secondary education. We are able to learn from best-practice and share resources across the Trust.

The Langley Academy Trust encompasses Parlaunt Park Primary Academy, The Langley Academy Primary and The Langley Academy. The Trust is at the heart of the Langley Academy community and is aspirational, we want to be the best MAT in the country with each school rated Outstanding as soon as possible. We believe in the economies of scale, the cross-phase opportunities for staff, the ability to respond to each other's needs quickly and the 'can-do' approach to everything we do, thus making the working environment very exciting.

The Langley Academy Trust is sponsored by The Arbib Foundation.

The Annabel Arbib Foundation is a registered charity established in 1987 that supports the philanthropy of Sir Martyn Arbib, and his direct family. The Foundation provides charitable donations and financial support to organisations and causes around the UK, with a focus on the Thames Valley. The Annabel Arbib Foundation, took a leading role in establishing the River & Rowing Museum in Henley-on-Thames, which opened in 1998 and attracts over 100,000 visitors per year. The Annabel Arbib Foundation continues to be the main sponsor of the educational side of the museum.

Sir Martyn's daughter, Annabel Nicoll is the Chair of The Langley Academy Trust. She works passionately with energy, commitment and determination to ensure The Trust makes a difference to the children and staff, offering opportunities that many elsewhere in the country may not get.



Annabel Nicoll, Sponsor

About The Langley Academy Primary

The Langley Academy Primary is a three-form primary school for pupils aged 3 to 11 years old. It opened in September 2015 for 90 Reception pupils. From then on, our intake will grow year on year until we reach our full capacity of 630 pupils in 2021. At the end of Year 6, pupils from The Langley Academy Primary will be given priority admission to The Langley Academy (secondary), creating an ‘all-through’ Academy.

We are committed to providing an outstanding educational experience that will meet the needs of all children, whilst developing their love for learning, based on our strapline: ‘Curiosity, Exploration and Discovery’.

Our vision is to create an outstanding all-through school. We provide a 21st century curriculum that puts children first. Pupils learn from first-hand experiences, stemming from our Museum-Learning focus; they develop skills to be independent, reflective, critical thinkers with a passion for learning. We teach the whole child by offering a holistic curriculum. We ensure we build on children’s skills and interests to promote their readiness to learn. These experiences are enriched through extra-curricular projects and trips, supported through our Secondary Academy. Our staff are key in turning vision into a reality.

As a new school, we are determined to bring the best opportunities to our pupils and their families. Our new building has been designed to support the curriculum and ensure our pupils have an outstanding education.



The Langley Academy

The Langley Academy opened in September 2008 through the Department for Education's Academies Programme. It is a unique Academy that serves the young people of Langley, Slough and further afield. Housed in an iconic building, it specialises in Science, pioneers the use of museum learning and aims to become a centre of excellence for sports, notably rowing and cricket. At the heart of its vision, The Langley Academy aims for the highest achievement for all and to provide a welcoming, imaginative and creative environment which enriches the lives of all involved. We aspire to instil traditional values and promote respect for other beliefs. The Academy strives to be at the forefront of science education and has developed links with national and regional museums to add an external dimension to learning.

We are proud of what we and our students have achieved and we are confident that we will continue to achieve high standards for all our students and our local community.

Parlaunt Park Primary Academy

Parlaunt Park Primary Academy is a popular community school with recently modernised buildings that became a sponsored Academy within The Langley Academy Trust and opened in September 2014. The Langley Academy Trust provides support and expertise to Parlaunt Park to allow the new Headteacher and staff to focus on providing an outstanding, holistic and exciting education for all of its pupils.

Parlaunt Park caters for children between the ages of 3 and 11 years. The school was originally built in 1952 as a separate Infant and Junior School. The two schools were amalgamated in 1987 under one Headteacher. The school has three classes in each year group with 635 children on the roll plus a Nursery of 87.

Every child who attends Parlaunt Park is viewed as unique and treated as such. They are encouraged to become independent thinkers with a love for life and learning. Parlaunt Park is known for its wide variety of extra-curricular activities with children competing and performing at a local and sometimes national level. Their enthusiasm is stimulated by dedicated staff members who share the ambitions of The Langley Academy Trust to motivate the pupils to be inquisitive and thoughtful learners who will go on to success at secondary school and beyond.

The Langley Academy Primary

Job Description

Learning Support Assistant

Job title:	Learning Support Assistant (LSA)
School:	The Langley Academy Primary
Line Manager:	Head of Key Stage
Supervisory Responsibility:	None
Hours:	8:00am – 4:00pm (with half an hour lunch break) Term Time + INSET Days
Salary:	£15,292

Main purposes of the job

To work with the Heads of Key Stages at The Langley Academy Primary in all aspects of developing learning and teaching, curriculum, assessment and enrichment.

Learning Support Assistants should be role models and strive for the very best in their practice. They will support the teachers within the school to facilitate the active participation of pupils in the academic and social activities of the school. They will implement the daily routine and contribute to raising standards of achievement for all pupils

Main responsibilities and tasks

To work under the guidance of the Deputy Headteacher within an agreed system of supervision to:

1. Support the implementation of an agreed range of activities with individuals/groups of children within or outside of the class to promote learning.

Supervision

2. To ensure the safety and welfare of the children.
 3. To assist with the general supervision of pupils during break times or when required, interacting with children.
 4. To accompany teaching staff and children on visits, trips and out of school activities as required and take responsibility for a group.
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Promote Pupil Learning

Under the guidance of the teacher:

5. Support the teacher in the day to day learning activities in the classroom.
6. Contribute to the assessment and tracking of pupil progress, including observation feedback, raising the awareness of teaching staff to the strengths and difficulties of individual pupils and contributing to the planning of learning activities.
7. Support pupil well-being, behaviour and personal development, understanding the emotional and social needs of pupils, in order to enhance their learning and life skills.
8. Assist teachers in maintaining the learning environment, inside and out, and preparing teaching materials.
9. Lead the learning in intervention groups, including booster provision, extension and SEND, working on targets set by teaching staff.
10. Cover the class in the short term absence of the teacher, delivering planned work.

Working with the children

11. Establish productive working relationships with children, acting as a role model and setting high expectations for behaviour and learning.
12. To promote and reinforce pupils' self-esteem.
13. Encouraging children to interact and work co-operatively with others and engaging children in activities.
14. Promoting independence and employing strategies to recognise and reward achievement of self-reliance.
15. Interacting with children and supporting development of their knowledge, skills, attitudes, problem solving and thinking.
16. To understand the required areas of learning, stages of development and assessment in order to support pupils' learning and progress.

Working with teachers and other professionals

17. Working with the teacher to establish an appropriate, safe and secure learning environment.
18. Working with teachers and other team members to share information, liaise and agree upon a recommended course of action, prior to discussion with parents.

Working with parents/carers

19. To ensure that parents/carers are welcomed, involved and regularly informed of each child's activities.

20. Liaising sensitively and effectively with parents/carers as agreed with the teacher.

Safeguarding

21. To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
22. Recognise and challenge any incidents of racism, bullying, harassment, victimisation and any form of abuse of equal opportunities, ensuring compliance with relevant school policies and procedures and making sure the individual/s involved understand it is unacceptable.

Physical demands

23. The post requires working with young children, including bending, kneeling and crouching for periods of time. It may also involve occasionally lifting or holding children during planned activities, and also may include cleaning bodily fluids as well as toileting duties.

Working Conditions

24. The post involves significant elements of inside and outside work, including leading learning in an outside environment e.g. building a snowman with young children.
25. Exposure to moderate noise, especially whilst working inside the class, e.g. a music session with young children.
26. Other environments may include occasional trips to places of interest, e.g. local farm.

CPD/Training

27. To attend relevant courses and learning activities in order to update knowledge as required.
28. To take opportunities to develop own areas of interest and expertise and to use these to advise and support others or to organise specific projects

General

29. LSAs may be called upon to perform other duties that the Headteacher considers reasonable, that are commensurate with the grading and designation of the post.
30. Contribute to the overall ethos, work and aims of the school.

Note:

This job description will be subject to review with the post holder after one year and may then be reviewed from time to time, particularly as the school grows.

The Langley Academy Primary

Person Specification

Learning Support Assistant

The Langley Academy Trust is committed to Safeguarding and promoting the welfare of the children and expect all staff and volunteers to share this commitment. In choosing a Learning Support Assistant, The Langley Academy Trust will be looking for a candidate who closely matches the following:

Qualifications and Training	Essential	Desirable
NVQ Level 3 or equivalent in Childcare		✓
Education to a minimum of GCSE standard (or equivalent) in Maths and English		✓
Paediatric First Aid training		✓
Child protection / safeguarding training		✓
Excellent written and oral communication skills	✓	
Suitable training in phonics/interventions		✓

Relevant Experience and Knowledge	Essential	Desirable
Proven experience of positive impact on pupil progress		✓
Prior experience of working collaboratively as a member of a team in a primary school		✓
Clarify and explain instructions to pupils	✓	
Ability to show initiative and undertake work with minimal direction and supervision	✓	
Communicate effectively with adults and pupils	✓	
Motivate pupils to learn	✓	
Demonstrate relevant Numeracy, Literacy and ICT skills	✓	
Ability to prepare resources for teaching and learning activities and creating displays	✓	
Follow and interpret instructions and guidance	✓	
Assist with the organisation of the learning environment	✓	
Undertake administrative procedures to support the work of the teacher		✓
Knowledge and understanding of the primary curriculum		✓

Personal Qualities and Attributes	Essential	Desirable
Model high standards of safe working practice to create a very effective environment	✓	
High aspirations and a belief in all children reaching their full potential	✓	
Inspirational, enthusiastic and motivated to create the highest quality care	✓	
Flexible approach to working	✓	
Adaptable and able to cope with a range of tasks	✓	

Understanding of safeguarding issues	✓	
Strong interpersonal and teamwork skills	✓	
Resilient	✓	
Possess a positive approach to work	✓	
Use initiative to create solutions to problems	✓	
Ability to maintain confidentiality at all times	✓	
Demonstrate an understanding and commitment to equal opportunities	✓	
Committed to developing a new school as we grow to fulfil The Trust's vision of creating "A School for Life"	✓	

How to apply

Please send your completed application to:

Jane Atherton
PA to the Headteacher
The Langley Academy Primary
Langley Road
Langley
SL3 7EF

or email it to:

jane.atherton@langleyacademyprimary.org

Closing date: Thursday 14 March 2019

References will be sought when we shortlist. Your application will be treated in the strictest confidence.

The Annabel Arbib Foundation and The Langley 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. This post is subject to Funding Agreement and subject to pre-employment checks. References will be sought and successful candidates will need to undertake an enhanced Disclosure & Barring Service (DBS) check. LAT is an equal opportunities employer.
