



# Robert Bloomfield Academy Application Pack

**Job title. Learning Support Assistant**

**Start Date: ASAP**





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# INTRODUCTION

Welcome to Robert Bloomfield Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

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**School Manager**

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**Robert Bloomfield Academy**

Bloomfield Drive, Shefford, Bedfordshire SG17 5BU

[www.robertbloomfield.beds.sch.uk](http://www.robertbloomfield.beds.sch.uk)



# ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at

[www.bestacademies.org.uk/jobs](http://www.bestacademies.org.uk/jobs)

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



# ABOUT ROBERT BLOOMFIELD ACADEMY

Robert Bloomfield Academy is a popular middle school with approximately 1,000 pupils located in the town of Shefford.

The school has received three consecutive Outstanding Ofsted reports, and has built up an enviable reputation as one of the highest performing schools in Central Bedfordshire.

Situated in the heart of the community, pupils, parents and staff are incredibly proud of their school and reap huge rewards academically and pastorally over the four-year journey we currently offer.

No stone is left unturned in the pursuit to maintain our outstanding school vision and you will find that the curriculum and opportunities presented to the pupils at Robert Bloomfield is above and beyond that of other schools.

We have a superb learning environment, enhanced by specialist facilities across numerous subjects, which enable us to offer a full range of opportunities in and beyond the classroom.

Above all, we are a caring community that values each child and provides them with the opportunity to fulfil their potential and enjoy learning. We believe in building a child's confidence, adaptability and resilience for the future within an ordered and structured environment, where high expectations are a habit.



# HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at [www.mynewterm.com](http://www.mynewterm.com) before the closing date.

**Closing date:** Monday 6<sup>th</sup> January 2025

**Interview date:** TBC

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We reserve the right to close this vacancy at any time. Therefore, we encourage early applications to ensure consideration for this post.

**We look forward to receiving your application.**



# JOB DESCRIPTION

<b>Job Title</b>	Learning Support Assistant
<b>Based at</b>	Robert Bloomfield Academy
<b>Salary/Grade Range</b>	NJC Level 2A, points 3-4 (£17,669 – 17,946 Annual Actual)
<b>Responsible to</b>	Director of SEND
<b>Hours</b>	31.25 hours per week (8.45am – 3.30pm, Monday to Friday; with half hour lunch)

## Purpose of Role

Under the instruction and guidance of teaching staff/managers, to undertake educational activities and attend to the educational, personal and social needs of pupils in order to support their learning and development and to ensure their safety.

## Main duties and responsibilities:

### Support for Pupils

1. Attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning.
2. Promote and support the inclusion of all pupils in the learning activities in which they are involved.
3. Whilst there may be a specific requirement to support a named pupil or pupils with a Educational Health Care Plan, support to other pupils may also be required, at the direction of the SENDCO and Principal.
4. Provide occasional personal care support.
5. Assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the trip leader.

### Support for Teachers

1. Within the overall plan set by the class teacher to assist in devising and extending educational activities and in preparation of the curriculum. This may include contributing to the development and implementation of Personal Support Plans



(PPPs) and Personal and Pastoral Support Plans, and small intervention groups.

2. Help assess and systematically record pupils' progress and achievements, using the results of this monitoring in further support work.
3. Efficiently prepare, maintain and use classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc).
4. Assist in maintaining classroom discipline by working with individual and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.

### **Support for the Curriculum**

1. Support the teaching of literacy, numeracy or other specific curriculum areas/specialisms as required and agreed with the Principal/Manager.

### **Support for the School**

1. Work collaboratively with colleagues as part of a professional team, in particular the class teacher, the Special Educational Needs Co-ordinator (SENDCO) and other teaching assistants; working at all times within the school's policies and procedures
2. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Principal.
3. To attend staff meetings, participate in performance management arrangements and undertake training and development activities.
4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
5. To undertake tasks of a similar nature and level, as directed by the Principal/Manager.

*Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.*

*Employees will be expected to comply with any reasonable request from the line manager/Principal to undertake work of a similar level that is not specified in this job description.*





# PERSON SPECIFICATION

## Job Title: Learning Support Assistant

Attributes	Essential	Desirable
<b>Education and Qualifications</b>	Educated to GCSE level (or equivalent) with English and Maths at grades A*-C/9-5.	A Level/NVQ Level 3. Graduate considering teaching as a career
<b>Skills and Experience</b>	Previous experience of working or volunteering with young people Understanding of the educational system and education needs of children	Previous experience of working with young people in a school Knowledge of planning and development of educational activities Experience of working with students with ASD and/or ADHD. Willingness to acquire first aid qualification
<b>Personal Attributes</b>	Ability to work effectively as a member of a team Ability to work on own initiative Able to demonstrate high standards of integrity, confidentiality and reliability Flexible approach to adapt to changing environment Effective communication and interpersonal skills including the ability to converse at ease in accurate spoken English with adults and children Willingness to undertake appropriate further training Ability to meet the physical needs of pupils	
<b>Other</b>	Appropriate DBS clearance, references and checks (before post is taken up).	

**We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance**

