



LAWN MANOR  
ACADEMY

# RECRUITMENT PACK



**ASCEND**  
LEARNING TRUST

# Welcome, from the Head

**Lawn Manor Academy is proud to be part of the Ascend Learning Trust.**

We were the first school to join the Ascend Learning Trust in September 2017 and we enjoy close links with all Ascend Learning Trust schools. We believe that within each child there is a real potential to achieve and that, as teachers, it is our job to ensure that this potential is met through their academic studies and high expectations.

Lawn Manor Academy is an all-ability school and we place great emphasis on inclusive education. We have an excellent pastoral care system to support pupils and the community. We offer a rounded curriculum to suit children of all abilities with excellent facilities to support this. We take pride in the focus we give to each child as an individual and how we help them to develop and grow to achieve well and be a good citizen.

We have an ambitious vision for our school with a robust strategy for achieving it. Our I Learn values are at the heart of our strategies for success.

Working at Lawn Manor Academy is both rewarding and inspiring. We are an inclusive environment that celebrates diversity and different cultures daily. We are committed to extremely high standards of behaviour and have fostered an environment where the relationships that exist within the school, and the polite and respectful atmosphere that we enjoy, are commented on by all who visit our school.

By teaching our pupils how to demand the best of themselves, we will send them out into the world ready to embrace the challenges they will meet; whether they are in the boardroom, on the stage, in the lab or on the sports field at home or abroad. A positive mind-set is important at Lawn Manor Academy.

We take pride in “Inspiring and Creating Futures for All”.

**Sandra Muir**  
**Headteacher**

## Job Information

### Teaching Assistant (Maternity cover)

**Lawn Manor Academy**

**Salary:** C2 – D6 £15,598 - £16,663

**Contract:** FTC, Maternity Contract until 31.12.2024

**Closing Date:** Friday 5<sup>th</sup> July 2024

**Interview Date:** W/C 8<sup>th</sup> July 2024

## Job Description

The job description lists all the main duties of the post, together with further details of the competencies (skills), experience, qualifications, knowledge, and abilities required to do the job.

The criteria listed within the job description detail the areas which will be assessed at both application and interview. It is important that you identify the competencies, experience, qualifications, knowledge, and abilities that will be assessed by application form, as you will need to provide evidence that you meet the criteria.

**Job Purpose:** Under the direction of the Assistant Headteacher (SENDCO) or teacher, work as part of a team to promote the emotional, physical and educational development of pupils.

**Key Accountabilities:** Under the direction of the classroom teacher or designated supervisor:

Supporting the pupil

1. Participate in activities designed to meet the emotional, physical and learning needs of individual children and groups of children.

Supporting the teacher

2. Assist with the organisation of the learning environment.
3. Under direction of the class teacher, maintain accurate records in accordance with school policies and data protection.

Supporting the curriculum

4. Assist in the organisation and delivery of learning activities, including numeracy, literacy or ICT.

Supporting the school

5. Provide consistent and effective support for colleagues in line with the responsibilities of this role.
6. Assist with the implementation of a behaviour management programme.
7. Support the maintenance of pupil safety and security and minimise the risks from health emergencies.

Supporting the Teaching Assistant

8. Participate in regular performance reviews to ensure that any personal development needs are identified and met. Attend relevant inset training.

## Person Specification

Person Specification Criteria which will be measured at application and interview

### Knowledge & Experience (Essential)

- A good standard of general education, to include Maths and English GCSE grade C or above, or
- further relevant experience in the absence of formal qualifications.
- Good interpersonal skills with both adults and children
- Some knowledge of basic ICT applications
- Ability to contribute constructively to a team.
- Understanding of school roles in relation to pupils' pastoral support.
- Systematic approach to work and the ability to prioritise.
- Ability to self-evaluate personal learning needs and engage with staff development opportunities.
- Understanding and respect for confidentiality in relation to all issues connected with the role.

### Desirable

- Relevant qualification
- A knowledge of a range of common SEN needs and developmental issues and how to support them.

### Personal Qualities

- Team Player
- Inter-personal skills
- Commitment to whole staff, faculty and other meetings
- Willingness to learn
- Stamina, drive, energy, enthusiasm and determination to succeed
- Commitment to excellence and high expectations
- Commitment to supporting extra-curricular learning
- Commitment to student safety and safeguarding
- Sense of humour

### All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the Trust brand style.
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, whistleblowing, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Participate in training and other learning activities as required.
- Participate in the Trust Performance Management process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the Trust and beyond.
- Represent the Trust at events as appropriate and as directed by the Chief Executive Officer.
- Support and promote the Trust ethos, vision, and values.

## How to Apply

Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link: <https://www.mynewterm.com/school/Lawn-Manor-Academy/144773>

Please note CVs will not be accepted. You must complete the application in full giving details of all employment, training and gaps in employment since leaving school.

Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

## About the Ascend Learning Trust

**The Ascend Learning Trust formed in 2017 and is a successful Trust with seven schools geographically spread across Wiltshire and Swindon.**

The values of Compassion, Respect and Ambition are those which are essential in the Ascend Learning Trust and we are dedicated to ensuring every pupil achieves above and beyond their potential with secure and enduring relationships with and within each Academy in the Trust.

**We offer Compassion** – to understand and recognise the needs of the many members and stakeholders of each Academy whose lives will be enhanced and enlightened through their experiences in and out of the classroom.

**We seek and offer Respect** for the traditions, knowledge and experiences gained over many years in our Academies through developing and supporting both staff as they progress their careers in school and pupils on leaving school.

**We seek and hold Ambition** for our Ascend Learning Trust community for the future, its economic development, its safety, its ability to thrive, to be a great place to learn and to work and to have a vibrant educational community with amenities for all age groups.

As a member of our staff you will share our values of **Compassion, Respect and Ambition** working to achieve our shared mission of offering **Excellence for All**.

Each Academy and its staff seek to strengthen each other, sharing good practice and building capacity whilst maintaining its own identity and working with its own community.

We encourage applications from strong individuals who are passionate about providing opportunities for young people in our community, if you have the vision, energy and determination we welcome an application to join our Trust.

## Work for Us

**As well as our commitment to staff development opportunities we also offer a wide range of services which support your employment journey with us, these include:**

### Professional Development

The aim is for our offer and indeed entitlement for staff to receive the very best possible opportunity. Investing in our staff is investing in our future. The structures on offer will focus on professional learning and look at highly effective strategies that work in the classroom. In addition, there will be a thematic approach to your development so that you can choose the most appropriate areas for your development. These themes will focus on Teaching and Learning, Leadership, and Coaching and Communication, and can either be taken in isolation or combined to increase your overall level of practice.

### Benefits

We also offer an excellent staff benefit package which include discounts on high street stores, restaurants, cinemas and gyms as well as having a wellbeing hub and a cycle to work scheme. Examples of great discounts currently on offer include:

- 10% off Eyewear
- 20% off Gym Membership
- 25% off monthly subscription to online gym memberships
- Hundreds of offers and discounts and cashback on local and national stores
- On site flu vaccinations
- Teachers and Wiltshire Pension scheme
- Generous annual leave for support staff up to 31 days + 8 bank holidays per year (with 5 years' service)

### Wellbeing

We are committed to ensuring all staff have a safe environment to work in and we promote good health and wellbeing. As a signatory of Mindful Employer we are committed to reducing the stigma attached to mental health and work with schools to develop a strategy for wellbeing for each school.

#### **This includes:**

- Developing a wellbeing statement which focuses on the commitment to support staff health and wellbeing,
- Providing opportunities to ensure there is a trained mental health first aider in each school,
- Supporting staff through a dedicated EAP which offers counselling, CBT courses and advice and guidance to all staff,
- Offering OH support to ensure staff are supported when required,

## References

We will require two satisfactory references before a job offer is confirmed; one of which must be your line manager / headteacher in your present or most recent employment.

If you are at school/college or are leaving university, please give details of the name and address of your Headteacher or tutor.

Please remember to check that your referees are actually available to provide a reference, as failure to do this could cause a delay in confirming your appointment.

### **All staff are required to undertake employment checks which include:**

- References (for all staff and volunteers)
- Right to work in the UK (ID check)
- Qualification checks
- Barred List check
- DBS check (for all staff and volunteers)
- Childcare Disqualification check (primary only)
- Online safety checks
- Health checks

Ascend Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. We particularly welcome applications from under-represented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

Please note any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences.

References and online safety checks will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children, then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.