



 **Pastoral Learning Support Assistant**

**Application Pack**

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**Letter from Catherine Paine, Chief Executive Officer**

Dear Candidate

Thank you for your interest in this role within the REAch2 Academy Trust.

This is a hugely exciting time for our family of schools. The Trust has been recognised by the Department for Education as being well placed to raise standards and achieve excellence for pupils in a growing number of schools nationwide. We are presented with a rare opportunity to make a real difference to the lives and life chances of so many primary school children – many of whom haven’t previously received the educational opportunities they deserve.

The Trust includes schools at all stages of development, from those requiring significant improvement through to existing outstanding schools. As a Trust we are clear about the importance of achieving long term sustainability for our schools. Our vision is to enable individual academies to flourish with real autonomy, whilst also ensuring a strong ethos of support and collaboration across our schools.

Employees within REAch2 belong to a national community of professionals, and benefit from a wide range of networks and development opportunities across the Trust. In time, our best teachers are able to work across schools, develop specialisms and step up to leadership roles within and beyond their own academy. The Trust provides a strong culture of collaboration and support, together with high expectations for staff and pupils alike.

Those we recruit are able to demonstrate that they share our values, are highly motivated to work with colleagues within and beyond their school to continuously develop their skills and pursue professional excellence and are committed to providing the highest standards of teaching for all children. If that is you then we would be delighted to receive your application.

**Catherine Paine**

**CEO**

# Our Cornerstones and Touchstones

REAch2 is the Cornerstone of the Trust: providing a strong, responsible foundation from which every academy develops and grows. A cornerstone provides a subtle yet paramount role in the construction of a building and ensures that REAch2 is a trustworthy, accountable and inspirational organisation, delivering the best possible learning experience.

REAch2 is defined by the values of **excellence, quality, delivery and standards** – these features give the Trust its enduring attributes and its inherent reliability.

However, what gives each REAch2 Academy its uniqueness are the Touchstones of the Trust (seen on the right). Just as 500 years ago touchstones were used to test the quality of the gold they marked, so too our touchstones find what is precious and set these things apart. They are used to express the values and ethos of the Trust and describe what the Trust wants to be known for and how it wishes to operate.

With good **leadership**, we aspire to develop children academically, emotionally, physically and spiritually. We notice talent and spot the ‘possible’ in people as well as the ‘actual’. Developing potential across our Trust becomes a realisation that there is a future worth pursuing for everyone.

Children deserve **enjoyment** in their **learning** and the pleasure that comes from absorption in a task and achieving their goals. Providing contexts for learning which are relevant, motivating and engaging, release in children their natural curiosity, fun and determination.

**Inspiration** breathes energy and intent into our schools: through influential experiences, children can believe that no mountain is too high and that nothing is impossible.

REAch2 serves a wide range of communities across the country and we celebrate the economic, social, cultural and religious diversity that this brings: embracing **inclusion** ensures that we are a Trust that serves all, believing that everyone can succeed.

We take our **responsibility** seriously. We act judiciously with control and care. We don’t make excuses, but mindfully answer for our actions and continually seek to make improvements.

REAch2 is a Trust that has a strong moral purpose, our **integrity** is paramount. Our mission is to change children's lives by providing the very best quality education we can. Through this, children can fulfil their potential, become happy, successful adults and contribute effectively and meaningfully to society. We welcome the fact that all our decisions and actions are open to scrutiny. You can learn more about REAch2 at our website: [www.reach2.org](http://www.reach2.org)

# The role

**Role:** **Pastoral Learning Support Assistant (LSA)**

**School:** **St Margaret's Primary Academy, Church Road, Lowestoft, Suffolk, NR32 4JF**

**Salary: NJC Points 4 to 11 (£25,119 - £27,334)**

**Contract:** Permanent, Term time only + 1 Week , 32.5 hours per week

St Margaret's Primary Academy is a lively and ambitious, welcoming school and we are currently seeking a Pastoral Learning Support Assistant to provide help and Pastoral support to our amazing children. We are looking for successful individual to work 32.5 hours per week on a term-time only (39 weeks per year) basis to start as soon as possible.

**In particular, successful applicants should, have:**

* At least one years experience of working with children in the primary age range
* Experience of working with children in a friendly, busy environment
* An understanding of children with SEN needs
* Level 2 qualification in play work/childcare - Desirable
* A current food hygiene certificate (desirable)
* Paediatric first aid qualification (desirable)
* Knowledge of child safeguarding procedures
* Previous Pastoral Support

**You should:**

* Have excellent communication skills
* Have the ability to build effective relationships with students, parents and other staff
* The ability to relate in a firm and friendly way with a wide range of personalities
* The ability to use initiative
* Be willing to undertake direction and guidance
* Have a good understanding of behaviour management strategies
* Be able to work as part of a team

**In return we can offer you:**

* The chance to be part of a Multi-Academy Trust that genuinely cares about YOU
* The chance to work with a supportive team.
* An excellent CPD training programme with REAch2 and beyond.
* A tenacious and courageous senior leadership team who care fervently about inclusion and promote creativity and thinking outside of the box
* Fun-loving, energetic and enthusiastic pupils (and staff).
* Proactive parents waiting to join us on our journey to excellence
* Membership of a Local Government Pension Scheme LGPS,
* As part of REAch2 employee benefits we also offer an eye care scheme, access to an Employee Assistance Programme for you and your immediate family and membership of ‘perks at work’ – which includes discounts on holidays, shopping, family days out and much more.

**Background Information about the School**

We are a lively,ambitious and welcoming school with tenacious staff and an exciting journey ahead of us. We believe that our school is a very special place.Every child and every family who joins our community is a part of our team. We believe that everyone can thrive, every day in every way, and we are committed to creating an excellent education, fantastic memories and an incredible Primary school experience for all.

Our core purpose is encapsulated in our statement of intent; 'Unlocking Potential; Transforming Lives'. We believe in spotting the talents and skills of every individual and helping them to make the progress in their learning and personal development so that they can go on to achieve their dreams. Our core values of Safety, Ready to Learn, Working Together, High Expectations and Integrity are words we live by. These flow through everything we do and form our ethos and rules within the school.

We are a caring employer who invests in the future of our employees, as only through their excellence can we deliver excellence for the children and families whom we serve. To see more information about the school, please visit our website [St Margaret's Primary Academy](https://www.st-margarets.suffolk.sch.uk/)

# The application

You are invited to submit an application form to , Headteacher, via [My New Term](https://mynewterm.com/trust/Reach2-Academy-Trust/672956683)

REAch2 Academy Trust have an Equal Opportunities Policy for selection and recruitment. Applicants are requested to complete the Trust’s online [Equality & Diversity Monitoring Form](https://forms.office.com/Pages/ResponsePage.aspx?id=EGorfMwEtEi30d9QFOXXNJ4DEcgd411KhzIQrNunT_hUMlJXTkhNVlE0SlhKV0FWTEk2Wkw1TTUwRS4u) separately.

In accordance with our Safeguarding Policy the successful candidate will be required to have an enhanced DBS check.

To arrange an informal discussion please contact via school office on **01502 530130**

If you would like to visit the school and see how we work, please contact**admin@st-margarets.suffolk.sch.uk**

## The application process and timetable

|  |  |
| --- | --- |
| **Application deadline:**  | Friday 12th July 2024 – 5 pm  |
| **School visits:**  | Warmly welcomed, please contact the school office to arrange. admin@st-margarets.suffolk.sch.uk |
| **Interviews:**  | TBC  |
| **Contract details:** | Permanent, Term time, 32.5 hours per week  |
| **Salary:**  | NJC Points 4 to 11 (£21,189 - £24,054) |
| **Start date:** | September 2024  |

The candidates selected for interview will be informed after shortlisting and full details of the interview programme will be provided.

# Safeguarding, Safer Recruitment and Data Protection

At REAch2 we recognise that those who work in an academy are in a unique position in their care of children. The responsibility for all staff to safeguard pupils and promote their welfare, as stated in Section 175 of the Education Act (2002) is one that is central to our ethos, our policies and our actions. All children are deserving of the highest levels of care and safeguarding, regardless of their individual characteristics or circumstances, and we are committed to applying our policies to ensure effective levels of safeguarding and care are afforded to all our pupils.

We will seek to recruit the best applicant for the job based on the abilities, qualifications, experience as measured against the job description and person specification. The recruitment and selection of staff will be conducted in a professional, timely and responsive manner and in compliance with current employment legislation, and relevant safeguarding legislation and statutory guidance.

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through a confidential waste system six months after the decision has been communicated, in accordance with our information and records retention policy.

The Trust ensures all applicant data is stored and processed appropriately. For further details on how your information will be managed during the recruitment process please refer to our [Privacy Notice for Job Applications](https://reach2.org/wp-content/uploads/2020/01/Privacy-Notice-Job-Applications.pdf).

**Job Description**

**Post:** **Pastoral Learning Support Assistant**

**Responsible to:** **Assistant Headteacher/Pastoral Leader**

**Salary: NJC 37 SCP 9-14 (FTE £25,119 - £27,334)**

Working under the direction of the Assistant Headteacher for Inclusion & the Pastoral Leader the Pastoral Learning Support Assistant will:

* Support with behaviour across the school by:
	+ ensuring school systems are followed
	+ building positive relationships with students
	+ supporting with staff CPD
	+ providing appropriate interventions to reduce the number and frequency of behavioural incidents
	+ supporting with high level behavioural incidents
	+ supporting the most vulnerable/challenging students on a daily basis using mentoring
	+ working with the pastoral leader to create specific, individual behaviour plans
	+ liaising with other staff, school leaders, pupils, parents and other agencies
* Support the Pastoral Leader with Anti-Bullying across the school by:
	+ ensuring school systems are followed
	+ liaising with students and their parents/carers to identify and address concerns
	+ liaising with potential perpetrators and their parents/carers to educate and prevent future incidents
	+ evaluating school systems to ensure that they are fit for purpose and they promote a culture of high expectations
	+ supporting with staff CPD
	+ supporting the pastoral leader with tracking and analysing data regarding bullying incidents
	+ liaising with other staff, school leaders, pupils, parents and other agencies
* Support the Pastoral Leader in both promoting links with and providing support for families
* Support the Pastoral Leader to develop and enhance lunchtime provision
* To be a positive role model

*The above duties are not exhaustive, and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably requested, allocated or delegated to them by the Headteacher. This job description will be reviewed annually and may be amended at any time, to meet the changing demands of the school, following discussion between the Headteacher and member of staff.*

# Person Specification

|  |  |  |
| --- | --- | --- |
|  | **Essential**  | **Desirable** |
| Right to work in the UK | **\*** |  |
| **Philosophy** |
| A belief in the ability of all children to achieve and be successful | **\*** |  |
| A belief in teamwork and ability to get involved in the day-to-day running of the school | **\*** |  |
| **Experience** |
| Working with children of primary school age | **\*** |  |
| Working with individuals and groups of children | **\*** |  |
| Experience of supporting children with SEN | **\*** |  |
| **Qualifications & Training** |
| Very good Numeracy and Literacy skills - at least GCSE C grade or equivalent | **\*** |  |
| Minimum NVQ2 or equivalent qualification |  | **\*** |
| First Aid Qualification |  | **\*** |
| **Knowledge & Skills** |
| Knowledge of the National Curriculum  |  | **\*** |
| Experience of delivering Read Write Inc |  | **\*** |
| Experience of promoting and gaining positive pupil behaviour conducive to learning, focused on raising standards | **\*** |  |
| Very good organisational skills | **\*** |  |
| Very good time management skills | **\*** |  |
| Ability to prioritise | **\*** |  |
| Adaptability and flexibility | **\*** |  |
| Willing to participate in CPD | **\*** |  |
| ICT Literate | **\*** |  |
| **Personal Characteristics** |
| Boundless enthusiasm, determination and drive to inspire others to achieve high standards | **\*** |  |
| A personable nature to build effective relationships with parents/members of the community  | **\*** |  |
| Ability and willingness to promote the school’s aims and the positive culture and ethos | **\*** |  |