

Secondary

Academy
Transformation
Trust

Level 2 Learning Support
Assistant

Application Pack

Bristnall Hall Academy



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01. About Academy Transformation Trust

Our Mission

Transforming lives by *putting education first*.

Our Vision

Transforming Lives of **Our Learners**:

We seek to ensure that all our learners receive a high-quality education from expert staff and aspire to achieve the best they possibly can, no matter their background or ability. Our learners have a safe, supportive learning environments in which they develop, grow, and challenge themselves. We are determined that our learners will receive the very best enrichment and opportunities to help them reach their full potential and ensure they are prepared for the future, wherever it might take them.

Transforming Lives of **Our Colleagues**:

Our colleagues are supported with the very best professional development through our innovative ATT institute, allowing them to stay focused on learning and developing as practitioners whilst they progress in their careers. We share the very best practice across our community of academies to help build systems and processes that really work.

Transforming Lives of the **Communities We Serve**:

We are committed to actively engaging with and addressing inequality in our local areas. We understand that every one of our academies and their diverse communities are different, so we aim to build a supportive, collaborative, and nurturing relationship with each whilst sharing our key values across our Trust.

Our Values

Commitment to Education

Our core purpose is to positively impact the lives of all our learners. Education will always be at the heart of everything we do.

Transparency and Integrity

We are proud of our success whilst being open and honest about our areas for improvement. Our actions are always ethical and in the best interests of all our stakeholders.

Innovation and Improvement

We are committed to innovative education- always moving forward and never standing still. Our learners are ambitious and prepared for a future that is constantly changing and developing.

Dedication to Inclusivity

Our learners are all different and all important to us. We aspire to support, challenge, and help each one of them reach their full potential, regardless of their background or level of ability.

To learn more about our story/journey, please read our [ATT Magazine](#)

Fast Facts

Our cross-phase group of academies was founded in 2011 and since then we've grown to our current family of 21 academies (primary, secondary, post 16 and FE) operating across 10 English local authority areas. We are responsible for the education of over 13,000 learners, for the careers of almost 2000 colleagues and for the most effective spending of nearly £80 million of taxpayer income each year.

Our Priorities: Big Moves

Our Big Moves help solve a problem and achieve a step on our 2-to-5 year plan.

Aligned Autonomy

Shared Services

Improve Outcomes

Grow



ATT | 21 Academies
Local Authority Areas | 10

Staff | 1720
Primary | 409
Secondary | 1130
Special | 30
FE | 76
Other | 75

Learners | 13,334
Primary | 2711
Secondary | 9280
Special | 45
FE | 1298

Governance
People Engaged | 120+
Trustees | 10
Members | 4

Finance
£78 million in funding and other income

ATT Institute | Offering the very best PD opportunities for all our colleagues.

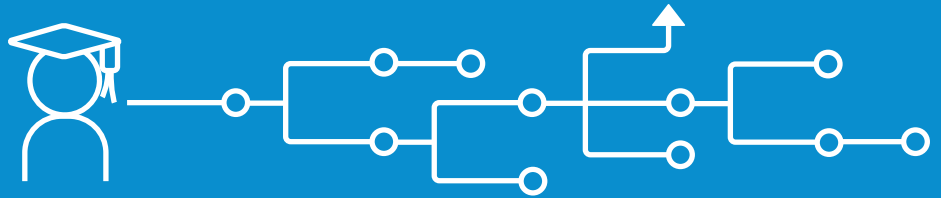


1 Outstanding

19 Good

1 Requires Improvement

02. Career Testimonials



Janye Sargant | SEND Assistant

My career at Bristnall Hall Academy began in 2004; throughout this time, I have been fully supported in developing my role as a SEND Assistant. The department has continued to grow over this time, with Mental Health and Safeguarding becoming prevalent, therefore I felt it paramount to develop myself within this area. The academy fully supported me in studying a Diploma in Counselling and Mental Health Awareness Course alongside additional courses; my role now incorporates me being a Mental Health Champion and Safeguarding Link for SEND. The professional development offered by the academy has allowed my passion in both SEND and nurturing to continue to support our most vulnerable students.

Samantha Chilton | PA to Principal

During my 14 years at Bristnall Hall Academy, I have been fortunate to have had various roles within the academy. I joined as a Learning Support Practitioner, supporting SEND students in the classroom, however 7 years ago developed my career further to become an Attendance Officer. The transition from LSP to Attendance Officer was well supported by the academy and ATT through a range of CPD, as well as the opportunity to work with colleagues across the Trust to share best practice.

More recently, I have become PA to the Principal, and with the support, guidance, and advice of my colleagues within the Trust, have been able to develop my skills and knowledge to enable me to carry out my role effectively.

Sarah Tranter | Teacher in Charge of Teaching and Learning for RSE

Bristnall Hall Academy has been a great place for me to work for over 25 years. I started here as a teacher of Music and Religious Education and then progressed to Leading Year 10, Work Experience and taking many whole school rewards trips. I even led the Religious Education department for a while. However, careers do not always have an upwards projection and for the last few years Bristnall Hall Academy has allowed me to take a step back from being a busy Year Leader to focussing on classroom teaching, which I greatly enjoy and becoming teacher in charge of teaching and learning for RSE. As I enter my final years of my teaching career, I find the younger teachers and leadership team are gifted, full of enthusiasm and importantly fun to work with.

Jamie Grainger | Vice Principal

I joined Bristnall Hall Academy in January 2016 as Area Leader for Science and knew immediately it was going to be a school that I would love working at and would remain for many years to progress my career. The fantastic staff and students mean it is difficult not to enjoy being part of the Bristnall Hall family. I have received fantastic professional development as well as opportunities for career progression. The Principal has encouraged and supported me to successfully complete fully funded professional qualifications as well as being able to progress to Assistant Principal and more recently Vice Principal. Being part of ATT also means having wider opportunities to be part of Trust wide groups giving me the opportunity to influence strategy whilst working with a range of colleagues from across the country. Our commitment to student outcomes and success, staff wellbeing and continued professional development means Bristnall Hall Academy will be a gateway of opportunity for any new member of staff joining the Bristnall Hall family.

03. Academy Information



Bristnall Hall Academy is part of the Academy Transformation Trust family of academies.

Bristnall Hall Academy is an 11-16, unique community academy with an extensive offering supported by a strong reputation for partnerships and inclusivity. We are a thriving and oversubscribed academy with a well-established reputation for outcomes for students. In 2022, our Progress 8 of +0.83 made us the highest performing Academy in Sandwell again.

We are very pleased to be an Outstanding academy, following on from our inspection in November 2023. Inspectors stated that Bristnall Hall Academy is a “truly inclusive and harmonious school” and that “everyone is proud to be part of a close-knit school community that is working together with a common purpose.” Our staff “feel valued” and our classrooms “ooze enthusiasm and productivity”.

We have a key focus on staff well-being, with a number of initiatives in place across the academy including bespoke departmental marking and assessment policies which have dramatically reduced teacher workload. If you want to inspire, aspire and achieve, come and join something special and make your mark.

We aim to provide our young people with the qualifications, skills and attributes to have a successful and happy life.

Benefits include:

- Extensive ECT support programme
- Individual CPD package for every member of staff
- Access to the staff benefits portal
- Education Enterprise Specialists
- Friendly, supportive staff
- Outstanding behaviour
- Flexible working
- Proud to promote diversity, equality and inclusion within our academy

All visitors to the academy are welcome at any time of the day. To find out more, please visit www.bristnallhallacademy.attrust.org.uk



Our PD Curriculum is delivered through three pillars:

Transformational Leadership

Transformational Teaching

Transformational Services

Professional Development at ATT:

04. The ATT

What is our Institute?

Our ATT Institute is the cornerstone of ATT colleague professional development for all roles and career stages, bringing the best development opportunities from accredited courses to one off training sessions. All our courses are evidence-based and facilitated by extremely knowledgeable professionals, so we know that all our colleagues receive the best training available. Our offer is designed and delivered by a group of expert colleagues with the needs of all our stakeholders in mind. Whatever your current role and aspirations, there will be something in our offer to support you in reaching the next step of your career journey

PD Opportunities for Our Colleagues

Our Academy Transformation Trust Institute (ATTI) has a suite of training opportunities and professional development pathways across all our directorates: Education, Finance, Governance, Trustees and operations.

These are promoted internally via our dedicated SharePoint and directed communications, and externally via the [ATTI webpage](#). Our ATTI offer is continually evolving to meet the ever-changing professional development needs of our colleagues and includes a range of accredited courses and bespoke training opportunities.

Strategic Collaboration

Collaboration is essential to the continued improvement of our academies and colleagues. We create a culture of collaboration through our professional networks and enable colleagues to drive our Trust priorities within their domains of expertise.

Find Out More Online:

academytransformationtrust.co.uk/institute

05. Job Description

Level 2 Learning Support Assistant

Reporting to: SENCO

The following job description serves to indicate the range of duties and responsibilities involved and does not mean that all the duties must be undertaken. Agreement is reached between the SENCO and the Learning Support Assistant on which of the duties he/she will perform.

Core Purpose

- To provide support to child(ren) with special needs within the care of the Teaching Assistant to enable them to:
 - a) Gain maximum benefit from the curriculum alongside their peers.
 - b) Integrate with other children.
 - c) Adjust to and cope with the day to day experiences of life in a secondary academy.

Responsibilities

1. Student Progress

- Use data to inform targets for development
- Work with children to assist with the development of communication, reading and writing skills, manual dexterity skills, basic educational skills and general curriculum activities as directed by the teacher or SENCO.
- Assist children to communicate with the teacher and to carry out the teacher's instructions.
- Reinforce what has been communicated during a lesson as agreed with the teacher.
- Assist with programmes of physiotherapy, speech therapy etc. under the direction of the appropriate specialist.
- Liaise with members of staff to be able to plan appropriate interventions to make sure pupils make progress during specified times.
- Track and keep records of what the pupils are doing in the intervention
- Report back to SEND team on progress made by pupils or any concerns they may have about the lack of progress being made.

2. Welfare Duties

- Assist students with feeding, toileting, changing clothes and cleaning up where appropriate.
- Receive children from and deliver them to transport.
- Accompany students when moving within the building, and be present during breaks, where appropriate.
- Assist students with specific needs, including intimate care (training provided).

3. Involvement in meetings:

- Attend Learning Support department meetings to discuss and provide information on children's progress, and meet with parents where necessary.

4. Preparation duties:

- Prepare teaching resources and materials for children, class and intervention groups.
- Assist teachers who are devising individual teaching programmes.
- Ensuring all work is prepared and in place for students with a Visual impairment or other disability that require work to be modified.

5. Supervision of children:

- Assist with the supervision of children during breaks, school trips and when the teacher is temporarily out of the classroom (normally no longer than 10 minutes) or when working with an individual group of children.

6. Such other duties consistent with the overall level, nature and grading of the post.

The duties and responsibilities of this post may vary from time to time according to the changing demands of the academy. This job description may be reviewed at the reasonable discretion of the Principal in the light of those changing requirements and in consultation with the postholder. In any event the Principal reserves the right to review and amend the job description.

The Job Description is a description of the job to be undertaken and performed to the satisfaction of the Principal by the postholder. It does not form part of the contract of employment. Bristnall Hall College Academy 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 by observing the academy's Safeguarding policies and procedures.

06. Person Specification

Level 2 Learning Support Assistant

Key Responsibilities:

At the academy, we strive to achieve excellence and to be judged an outstanding academy. In order to maintain the high standards and build on success of the academy, you will need to:

- > establish a culture of high expectations and aspiration so that all pupils are able to achieve their potential and the academy secures high attainment for all
- > ensure that all staff are respectful towards all pupils, with an unshakable belief in their entitlement to a high quality education, whatever their circumstances and ability
- > take a leading role in the development of new and emerging technologies to enrich and extend the learning experiences of all pupils
- > maintain and enhance best practice as an academy which works with and for its community

| | Essential | Desirable |
|--|---|---|
| Professional Qualifications and learning | <ul style="list-style-type: none"> • GCSE qualification or equivalent in English and Maths | |
| Experience | <ul style="list-style-type: none"> • Experience of working or desire to work with children in an educational setting. | <ul style="list-style-type: none"> • Knowledge of special educational needs • Proven experience of working under pressure and to deadlines |
| Competencies | <ul style="list-style-type: none"> • Ability to keep calm under pressure • Good communication skills • Good time-management • Organisational skills • Ability to work as part of a team | <ul style="list-style-type: none"> • Ability to assist children with special needs, including intimate care • Ability to prioritise work tasks and to be flexible • Ability to be resourceful and adaptable within the constraints of resources and time available |
| Values | <ul style="list-style-type: none"> • A professional approach to students, parents and staff • An understanding of and commitment to the academy's Equalities and Safeguarding Policies • An understanding of and respect for the confidentiality required by the post • Willing to work outside of the post in times of emergency | <ul style="list-style-type: none"> • Ability to multi-task. • Pays attention to detail • An understanding and empathy for the students you are working with taking into account their level of need and difficulties |

07. How to Apply

Level 2 Learning Support Assistant

Applying:

Please apply by visiting
www.academytransformationtrust.co.uk/vacancies



Status: Permanent
32.5 Hours per Week
39 Weeks per Year

Salary:

NJC Scale Point 2-4
Actual salary £17,872 - £18,437 per annum
FTE Salary £23,656 - £24,404 per annum



Closing Date:

Thursday 23 January 2025, 09:00am

Start Date: As soon as possible



Interviews:

To be confirmed





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