



**Queensbury**  
Academy

Co-operation • Aspiration • Respect • Endeavour

**2023/24**

**APPLICATION PACK**

# **LSA – Learning Support Assistant**



**WELCOME**

**anthem**

**Dear Applicant,**

Thank you for your interest in this role with Anthem Schools Trust at Queensbury Academy.

Anthem is an education charity that runs a group of 11 primary and five secondary schools in the East Midlands, London, and the Thames Valley. The trust serves over 8,000 children and young people across its three regions, we are a values-driven organisation with a commitment to integrity, collaboration, and excellence.

Queensbury Academy is the school of choice in Dunstable as it has been oversubscribed for the past four years. It has a growing Sixth Form which has expanded by 25% in the past year thanks to the quality of teaching and the range of courses on offer. There is a real family spirit at Queensbury which is summed up by the academy's CARE values - Cooperation, Aspiration, Respect and Endeavour. Students and staff feel they are recognised for what they do and that they can grow into being better people.

This is an exciting time to be joining the academy and the successful candidate will share a commitment to the school's and Anthem's values, being able to demonstrate the leadership skills required for rapid school improvement, including a relentless drive for educational excellence for all pupils.

Anthem is at an exciting point in its development as a Trust, not only striving to raise standards yet further across our schools, but also looking ahead to the Trust's future and possibilities for growth. The successful candidate will benefit from support and challenge from Anthem's Executive Team and Trustees, as well as the school's Local Governing Body. We provide high-quality training and coaching, alongside induction support and mentoring for those new to post.

More information about this exciting opportunity can be found in the job description and person specification within this recruitment pack. If you feel you have the proven track record, ambition and commitment for this pivotal role, we want to hear from you. If you would like to further discuss the role, please email [SCaswell@queensbury.anthemtrust.uk](mailto:SCaswell@queensbury.anthemtrust.uk) to arrange a conversation. You can find information regarding how to apply within this pack.

Yours sincerely,

A handwritten signature in black ink that reads "H Palmer".

**Mrs. H Palmer**  
Headteacher

**Closing date: 5<sup>th</sup> July 2024 and interviews to be held on TBC**

*The school reserve the right to appoint before the application deadline.*



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# LSA – Learning Support Assistant

Starting – Asap

**CBC Level 3a Points 5-7. Actual Salary £17,890**

**FTE 23,500**

**32.5 hours per week, term time only.**

Queensbury Academy is a consistently oversubscribed, OFSTED rated 'good' comprehensive school situated at the foot of Dunstable Downs in South Bedfordshire. It is part of the successful Anthem Trust which offers incredible support for every professional that works within it.

We are seeking to appoint a dynamic and enthusiastic individual to be an LSA. We are looking for someone who loves working with children and is aligned with our CARE values – Cooperation, Respect, Aspiration and Endeavour.

As an Academy we offer all staff a:

- Climate for teaching and learning which is calm and engaging.
- CPD and collaborative practice that is full of innovation.
- Focus on staff wellbeing that ensures you enjoy your job and being part of a team.
- Amazing students that will make you proud to be part of the Queensbury family.
- We offer excellent CPD and leadership opportunities.

An application information pack can be found on the website: [www.queensburyacademy.com](http://www.queensburyacademy.com) or contact Mrs S Caswell, Learning Support Assistant at the Academy on 01582 601241 or at [SCaswell@queensbury.anthemtrust.uk](mailto:SCaswell@queensbury.anthemtrust.uk)

**Closing date: 5<sup>th</sup> July 2024 and interviews TBC**

*The school reserve the right to appoint before the application deadline.*

*The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service (DBS).*

*CVs will not be accepted for any posts.*



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## Learning Support Assistant – Job Description

<b>Post title:</b>	LSA
<b>Salary:</b>	Salary Scale CBC Level 3a Points 5-7
<b>Reporting to:</b>	SENCo, SVP Inclusion
<b>Liaising with:</b>	Principal, Academy Leadership Team, Heads of Subject, Pastoral Team, relevant staff with cross-Academy responsibilities, relevant support staff, parents and Governors and other stakeholders.
<b>Purpose</b>	To assist in the support, teaching and integration of students with Special Educational Needs within mainstream classes and to support the identified subject area effectively so all students make good progress.
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>• To establish a supportive relationship with SEND students and develop an understanding of their individual needs.</li> <li>• To support students to make rapid and sustained progress in all academy learning environments.</li> <li>• To have high expectations of behaviour and attitude to learning of all students in the Academy and manage any areas of concern appropriately and with confidence.</li> <li>• To undertake individual work with a student where appropriate.</li> <li>• To be aware of the necessity for the promotion and reinforcement of students' self-esteem and to encourage acceptance and integration.</li> <li>• To assist teaching colleagues in developing suitable programmes of support for individuals.</li> <li>• To provide regular feedback to the SENCo, Senior Vice Principal Inclusion, HODs &amp; HOYs</li> <li>• To liaise, advise and consult with other members of staff where appropriate.</li> <li>• To contribute to the maintenance of students' records.</li> <li>• To contribute to the reviews of Education Health Care Plans, One Plans and other necessary processes.</li> <li>• To support access examination arrangements for identified students.</li> <li>• To support the personal care and development of identified students.</li> <li>• To support a subject area department with practical support for students so all make good progress.</li> <li>• To support extra-curricular activities within a subject area in order to enhance student progress.</li> </ul>



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## Application Pack

<b>Academy Ethos</b>	<ul style="list-style-type: none"><li>• To model and encourage others to uphold our CARE (Cooperation, Aspiration, Respect and Endeavour) values</li><li>• Undertake whole Academy duties as outlined in responsibilities agreed each year.</li><li>• Monitor and support the overall progress and development of students</li><li>• To engage actively in the performance review process, addressing appraisal targets set by the line manager each Autumn term.</li><li>• To promote equal opportunities and celebrate diversity in all aspects of the Academy.</li><li>• To play a full part in the life of the Academy community, to support its distinctive aim and ethos and to encourage staff and students to follow this example.</li><li>• To be aware of and follow school safeguarding protocols</li><li>• To promote actively the Academy's corporate policies.</li><li>• To comply with the Academy's Health and Safety policy and undertake risk assessments as appropriate.</li><li>• To show a record of excellent attendance and punctuality.</li><li>• To promote equal opportunities and celebrate diversity in all aspects of the Academy.</li><li>• To undertake any other duty as specified by School Teachers' Pay and Conditions Body (STPCB) not mentioned in the above.</li></ul>
<b>Working time:</b>	195 days per year. Part time
<b>Disclosure level:</b>	Enhanced DBS
<p>Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.</p> <p>The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</p> <p>Following consultation with you this job description may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.</p> <p>Queensbury Academy is committed to the safety and well-being of its students and staff. Safeguarding children is at the core of the academy activity. Staff and volunteers will be expected to adhere to the Safeguarding Children Policy and procedures at all times and conduct themselves appropriately in accordance with the guidance.</p>	



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# Person Specification

<p><b>Knowledge and Experience: Essential</b></p> <ul style="list-style-type: none"> <li>• Educated to GCSE level with English and Maths at A* - C / 4-9 or equivalent</li> <li>• Previous experience of working with older children and young people in a formal setting</li> <li>• Experience of supervising small groups of pupils</li> <li>• Experience of delivering small group or 1:1 intervention</li> <li>• Willingness to undertake further training</li> <li>• Willingness to be flexible</li> <li>• Able to tackle new subjects and sometimes challenging situations</li> <li>• Ability to meet the physical needs of pupils</li> <li>• Willingness and flexibility to support extra-curricular activities.</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Additional qualifications in SEN</li> <li>• Training in behavioural management, literacy or relevant experience</li> <li>• Experience of actively supporting young people aged 11-18</li> <li>• Experience in a secondary school classroom support role</li> <li>• Responsibility of a particular area within a support environment</li> <li>• Experience working with young people with SEND</li> </ul>
<p><b>Skills and Abilities: Essential</b></p> <ul style="list-style-type: none"> <li>• Understanding of young people’s emotional and educational needs</li> <li>• Ability to work collaboratively with teachers and others</li> <li>• Ability to effectively support and work with parents and carers</li> <li>• Ability to work with autonomy within set boundaries</li> <li>• Good interpersonal skills with ability to communicate effectively with young people and adults</li> <li>• Good written communication skills</li> <li>• Good organisational and time management skills</li> <li>• Computer literate, ability to use ICT for recording, monitoring and reporting</li> <li>• Knowledge of behaviour management strategies</li> <li>• Willingness to undertake First Aid training</li> </ul>	<p><b>Desirable</b></p> <ul style="list-style-type: none"> <li>• Current first aid certificate</li> <li>• Experience of Excel, Word &amp; SIMS</li> </ul>
<p><b>Personal Qualities: Essential</b></p> <ul style="list-style-type: none"> <li>• Enthusiasm for and commitment to the achievement of the Academy’s overall vision for success at all levels.</li> <li>• Willingness to work hard.</li> <li>• Flexible, adaptable, results orientated and able to prioritise, resilient under pressure.</li> <li>• Awareness of and commitment to equal opportunities and valuing diversity.</li> <li>• To command and demand respect from the school community.</li> <li>• A commitment to “personalising learning” for all students in the Academy.</li> <li>• Creativity and enthusiasm to promote a positive school image to the local and national community.</li> <li>• Team Player.</li> <li>• Sense of humour.</li> <li>• Ability to work to own initiative.</li> </ul>	<p><b>Desirable</b></p>



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Queensbury Academy is proud to be part of



**Today, Anthem serves over 8,000 children and young people in 16 schools across the East Midlands, London and Thames Valley.**

As a multi-academy trust (or MAT), Anthem is first and foremost a school improvement organisation, responsible for ensuring that the public money we receive to run our 11 primary schools and five secondary schools is used to drive the best possible outcomes for the children and young people under their care.

Our work falls into three broad areas of activity: school improvement, governance and operations. Within and between each of these areas, colleagues employed at national level as part of Trust-wide teams, and at local level in our schools work together to secure the highest possible standards in all aspects of school life.

To find out more please visit their website:

[www.anthemtrust.uk](http://www.anthemtrust.uk)

Follow the Trust on Twitter:

[@AnthemTrust](https://twitter.com/AnthemTrust)

