



# Samuel Whitbread Academy Application Pack

## Learning Support Assistant



**BEST**

BEDFORDSHIRE  
SCHOOLS TRUST



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# INTRODUCTION

Welcome to Samuel Whitbread 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:

**Elle Rees-Rinaldi**  
**HR Assistant**  
**[erees-rinaldi@bestacademies.org.uk](mailto:erees-rinaldi@bestacademies.org.uk)**  
**Tel: 01462 629900**

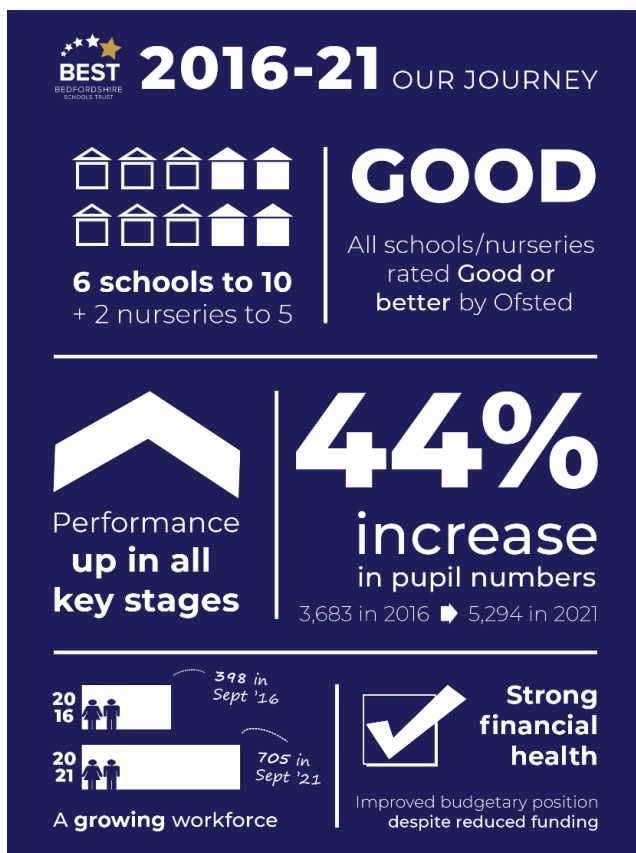
**Samuel Whitbread Academy**  
Shefford Road, Clifton, Shefford, Bedfordshire SG17 5QS  
[www.samuelwhitbread.org.uk](http://www.samuelwhitbread.org.uk)



# ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 10 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest single employers in Central Bedfordshire. We now educate more than 5,000 children across the area, from nursery age to advanced level study.



*This infographic charting the journey of our trust was originally created for our 5 Years of BEST commemorative brochure which was produced in September 2021 – a digital version is available to read on our website*

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 first five years of BEST has been a real success story – and we are looking forward to an exciting future, too.

A primary-secondary model of education is being established to replace the current three-tier system in Central Bedfordshire, more schools are looking to join us as we seek to grow further, and performance across all key stages continues to improve.



# ABOUT SAMUEL WHITBREAD ACADEMY

Samuel Whitbread Academy is a large, rural upper school with approximately 1,700 students including a Sixth Form approaching 450 students. The school is situated on the outskirts of the town of Shefford, in Bedfordshire, and has all the variety and energy of a fully comprehensive secondary school.

In our most recent Ofsted report (March 2023), we were judged as Good by inspectors. We are committed to continuing our journey to reach Outstanding and are constantly striving to develop our practice and raise outcomes.

The size of the Academy and membership of BEST means that opportunities available to staff are incredibly varied and wide-ranging. We have a growing reputation for developing an exciting and innovative culture of research within the Academy and believe high quality CPD for staff and a focus on workload and wellbeing results in confident, compassionate and happy staff who strive to do their BEST.



# 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:** Midnight, Sunday 30<sup>th</sup> June 2024

**Interview date:** w/c Monday 1<sup>st</sup> July 2024

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 look forward to receiving your application.**



# JOB DESCRIPTION

Job Title	Learning Support Assistant
Based at	Samuel Whitbread Academy
Annual Allowance	NJC Scale 2A Points 3-4 (FTE £22,737 - £23,114 pro rata – actual £16,052 - £16,318)
Responsible to	Head of ASC & Learning Support/ SENCO
Hours	30.00 hours per week, term time only including 5 designated staff training days. <b>Fixed-term contract linked to visually impaired named child</b>

## Purpose of Role

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

## Duties and Responsibilities

### Support for Pupils

- To attend to the educational, personal, social and physical needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these a part of the learning experience.
- Under agreed school procedures, for qualified first aiders, to give first aid/medicine where necessary; assist with programmes of special care under the direction and guidance of the appropriate specialist.
- To promote and support the inclusion of all pupils in the learning activities in which they are involved.
- Whilst there may be a specific requirement to support a named pupil or pupils with an Education, Health and Care Plan, support to other pupils may also be required, at the direction of the Head of the ASC / Special Educational Needs Coordinator, (SENCO) and the Class Teacher.
- To provide support on school visits and the supervision of pupils on such visits, at the direction of the Head of the ASC / SENCO, trip leader and the Class Teacher.
- To raise and resolve all contract issues with the external print provider.
- To organize, with the support of IT, any metering issues with the managed print service.
- Whilst will be supporting a named child there is the expectation that if the pupil is not in school, you will be redirected to work with other pupils.





## Support for Teachers

- Within the overall plan set by the Class Teacher to support the differentiation of educational activities. This may include contributing to the development and implementation of the provision identified by the Education, Health and Care Plan Outcomes of students and the needs of other students identified on the Learning Support Register.
- Coordinate with Class Teachers regarding upcoming work/learning materials that will need to be coordinated into Braille.
- To assist the Class Teacher in maintaining classroom discipline by working with individual and groups of pupils in developing expectations of acceptable personal and social behaviour.

## Support for the Curriculum

- To support the teaching of literacy, numeracy or other specific curriculum areas/specialisms as required and agreed with the SENCO.

## Support for the School

- To work collaboratively with colleagues as part of a professional team, in particular the Class Teacher, the SENCO and other Learning Support Assistants; working at all times within the Academy's policies and procedures
- To assist in the general efficient operation of the Academy, including providing cover for other Learning Support staff where necessary as directed by the Head of the ASC / SENCO.
- To attend staff meetings, participate in performance management reviews and undertake training and development activities.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- To undertake tasks of a similar nature and level, as directed by the Principal/ Head of Learning Support and ASC / SENCO.

*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 BEST Principals 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 &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>Educated to GCSE level (or equivalent) with English and Maths at a 4/Grade C or higher</li> </ul>	<ul style="list-style-type: none"> <li>A-Levels / Degree and / or aspiring to enter teaching</li> </ul>
<b>Professional Experience</b>	<ul style="list-style-type: none"> <li>Past experience of working with young people within the last 5 years</li> <li>Can read/type in Braille or will be willing to learn</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working with young people in an educational setting</li> </ul>
<b>Professional Knowledge, Skills and Understanding</b>	<ul style="list-style-type: none"> <li>Understands the educational needs of young people</li> <li>Ability to contribute to the development of educational studies</li> <li>Ability to work collaboratively with others</li> <li>Effective written and verbal communication skills with the ability to use Microsoft Office</li> <li>Good organisational and people skills</li> <li>Ability to maintain confidentiality at all times</li> <li>Ability to take on responsibility and work with autonomy within set boundaries</li> </ul>	<ul style="list-style-type: none"> <li>Knowledge of development of educational activities</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>Must have a 'solutions-driven' approach</li> <li>Effective communication and interpersonal skills, including the ability to converse at ease in accurate spoken English with adults and children</li> <li>Ability to work effectively as a member of a team</li> <li>Willingness to undertake further training as appropriate</li> <li>Can work well in a busy environment</li> <li>A commitment to equality principles</li> </ul>	
<b>Physical</b>	<ul style="list-style-type: none"> <li>Ability to perform all the physical duties and responsibilities of the post</li> <li></li> </ul>	
<b>Other</b>	<ul style="list-style-type: none"> <li>Knowledge of relevant safeguarding / child protection legislation and best practice</li> <li>Value and respect the views and needs of children and young people</li> <li>Appropriate DBS clearance (before the post is taken up)</li> </ul>	

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

