



Recruitment Pack

**Teaching Support Assistant
Park Lane Academy
Required: ASAP**

***Actual Salary: £19,011 - £19,312 (Grade 3, Scale Point 5-6)
32.5 hours per week, term time plus 5 days***

Dear Colleague,

Would you like to join our friendly and dedicated team to have a positive impact on young minds? Do you recognise yourself having strong communication skills and good team player?

We have an exciting opportunity for a Teaching Support Assistant to join Park Lane Academy. The successful candidate will be joining a vibrant Academy and will share our passion for motivating and inspiring our students.

We're on the lookout for someone with.

- Great attention to detail
- Ability to manage their own workload
- Promote and demonstrate our values
- Flexible and willingness to go the extra mile
- Commitment to their own personal and professional development

What you'll get in return...

- Wellbeing Benefits – physiotherapy, 24-hour GP helpline, cancer support, stress management support and weight management.
- Employee Pension
- Flexibility Days – 2 days paid time off during term time for life events
- Free annual flu vaccine
- Cycle to work scheme
- Free Will writing service
- Dedicated personal development and training opportunities
- Supportive and encouraging Senior Leadership Team

If you feel like you'll be a good fit, we'd love to hear from you!

Best Wishes



Kash Rafiq
Executive Principal



Stuart Hillary
Principal



Joining South Pennine Academies

. **Professional Development** - The Trust is committed to developing all staff within their roles and creating continued fantastic opportunities for further career progression. Please visit the following link to view the South Pennine Academies CPD brochure -

<https://www.southpennineacademies.org/Professional-Development-at-SPA/>

. **Pension** – Every employee of South Pennine Academies has access to the Teachers' Pension Scheme or the Local Government Pension Scheme.

. **Wellbeing Benefits** – Through our wellbeing provider, **Smart Clinic**, staff can access a number of generous wellbeing benefits including physiotherapy, 24-hour GP helpline, cancer support, stress counselling support and weight management.

. **Free Will Writing Service** – Provided via solicitors Dunham McCarthy – a free and completely confidential service for all SPA employees. The free service is provided remotely, either by telephone or video call, at a time to suit you. You will have an adviser to help you complete each step from start to finish.

. **Cycle to Work Scheme** – The Trust has registered to join this scheme as a provider for staff to be able to take advantage of the salary sacrifice tax-relief arrangement. For more information, eligibility criteria and details of how to apply, please contact the central HR team.

. **Annual Flu Vaccinations** – Annual Flu vaccinations offered to staff either by visit from nurse on site or via vouchers, accepted at various GP surgeries or pharmacies

Academy Overview

Park Lane is a vibrant and welcoming secondary academy. We are part of a highly successful and supportive Trust, enjoying the benefits of effective collaboration through working in partnership with the eleven academies and Huddersfield Horizon Scitt that make up the trust.

Based 3 miles out of Halifax Town Centre, in Exley; the academy buildings and grounds offer an exceptional modern learning environment and facilities, yet with the countryside literally on our doorstep meaning we can provide a wealth of additional curriculum enrichment opportunities for our students including DofE awards, sport clubs and fitness suite use for students.

We are an 11-16 mixed comprehensive academy with an increasingly positive reputation across Calderdale. Outcomes have improved steadily in recent years, with a fantastic curriculum in place, which offers real breadth and reflects the interests and ambitions of all students on our roll. We are proud to hold the Careers kitemark, for excellence in guidance and support for students. The majority of our learners stay in education post 16 at the further

education colleges within Calderdale. As a small secondary school, we take pride in the fact that every member of staff knows every student well. We truly value the relationships we foster with every staff member, student and family. This gives us a real 'family' feel that permeates through every element of our work and is something that visitors to the academy often comment upon.

Our core values are at built into the foundations of all that we do; Pride Respect and Ambition. We are proud that we are fully inclusive, serving a diverse community. We recognise that in order to excel academically, students also need exceptional care, guidance and support throughout their secondary education. Our team of dedicated staff work together with families, governors and the wider community to bring our values of Pride, Respect and Ambition to life, supporting students to develop the attitudes, knowledge and skills for future success.

As experienced and successful leaders, we are passionate about ensuring high-quality staff development leading to excellent teaching and pastoral support, positive relationships and the promotion of a culture that enables all to reach their potential, both students and staff. We passionately believe, as educators, we have the power and responsibility to inspire our students to be the best they can be to enable our learners to pursue their dreams and improve their life chances.



Sponsorship

In the October of 2018, Park Lane Academy joined in partnership with South Pennine Academies to raise levels of attainment and aspirations of all students. As sponsor, South Pennine Academies is very well placed to create a unique institution characterised by high achievement and success. **The Trust has a national reputation for excellence and has a solid track record of partnership working with employers, universities and local schools.**

The benefits that South Pennine Academies brings are immense, adding their expertise and ideas as well as opening up life-enhancing opportunities to all in Park Lane Academy.

The key to the Academy's success will be the development of a shared vision, effective and transformational leadership and management, robust partnership arrangements, high quality and focused teaching which guarantees students learning and success. This all needs to be achieved amongst a strong and cohesive staff body.

Students will show good manners, work hard and be honest at all times. They will learn, share and succeed together.

The Trust Vision

- To develop a group of closely partnered academies.
- To ensure all academies are world class centres of excellence for teaching, learning and progress.
- To ensure the trust plays a pivotal role in improving the life chances of students.
- To ensure that local solutions and partnerships meet local needs.
- To focus on school improvement with inclusion and diversity at the core.



Key Priorities

High Performing Staff

Targeted strategies are used to ensure teachers, support and business support staff have the capability and flexibility to deliver high quality educational opportunities and services. Highly effective professional development is essential for all staff. Working with Teaching Schools and local providers, ensures that staff needs are met, whilst maintaining a clear focus on local and national priorities. A highly productive, happy workforce is essential in sustained school improvement.

Successful students

Every student, in every phase needs a personalised approach. We ensure opportunities in response to individual needs and empower individuals to contribute to their communities and continue to learn throughout their lives. A rich curriculum is essential, providing opportunities that lead to highly engaged students, who are articulate and communicate effectively. Students who feel their contributions are valued, students who become highly effective members of society.

Engaged community

Nurturing and maintaining positive, valuable relationships between school staff, students, their families and the broader community leads to improved outcomes for students. Local community capacity is strengthened when it is built on trust, respect for others, common goals and high expectations for students' achievement. We are committed to engaging strategies to ensure our key priorities are not only met but exceeded wherever possible.

How will this support my development?

If you are a teacher, you will have opportunities to work alongside SLEs from the Trust and gain expert support from the best in Education. We also hold Trust-wide CPD sessions and have a shared resource iCloud system, to enable you to work with your colleagues across the MAT and gain their opinions on your strategies and resources, sharing effective ideas.

South Pennine Academies School Effectiveness Team offers coaching to both middle and senior leaders and we engage in Ambition Schools Leadership Programmes for those aspiring to further their careers.

THE SELECTION PROCESS

How to Apply

Thank you for taking time to read and digest our information. If you wish to apply for the post you should;

- Complete the application from our website fully, ensuring all details are accurate and all declarations are signed
- Please ensure you enclose two previous employers' professional referees, one being your current employer (with email addresses if possible). Do not enclose additional CVs
- Ensure you fully complete the personal statement section of the form, this should be no longer than the allocated space of two sides in the application form, addressing the key characteristics and experiences outlined in the person specification and the unique contribution that you could make to the future success of this academy
- Submit your application electronically by **midnight on 9th January 2025 on My New Term.**

The Academy is committed to safeguarding and promoting the welfare of all students, and staff must share this commitment. Appointment is subject to a satisfactory enhanced disclosure and barring service check and the Academy's safer recruitment policy and procedures.

We are aware that an increasing number of applicants are using AI technology to generate responses on SPA Applications. Over reliance on AI-generated content in application forms is strongly discouraged and we will conduct a thorough screening process before selecting candidates to progress to the next stage. If you are using AI to enhance your application, please disclose this in your SPA application form.

Teaching Support Assistant (Learning Support Assistant) Job Description



Contract:

Permanent Contract

32.5 hours per week, Monday to Friday

Term time plus 5 days

Purpose of the post

The role of Learning Support Assistant is to assist the SEND Department to support students with additional needs to access learning. Working with individuals or small groups to motivate and inspire students to enjoy their learning, leading to a desire to achieve their highest potential in all subjects.

Key Areas

- To safeguard and promote the welfare of children and young people.
- To contribute to raising standards of achievement for all students.
- To support the welfare and wellbeing of students, contribute to their personal development.
- To enable students to become more independent learners by assisting them to increase their knowledge, understanding and skills.
- To work with all staff to develop appropriate support for individuals and groups of students, including the preparation of classroom resources for students with special and additional needs.
- To contribute to promoting the inclusion of children into school by supporting individual children who for one reason or another find it difficult.
- To flexibly work across SEND department.

Duties

- To specifically support the learning of students with special/additional needs by working with small groups and individuals under the direction of the Assistant Principal/Special Educational Needs and class teachers.
- To provide personal care including; toileting, physical hygiene, feeding assistance.
- To support students in promoting positive behaviour.
- To help develop students social skills and their independence.
- To provide support for and contribute to the delivery of the Literacy and Numeracy Strategies.
- To provide feedback to teachers.
- To work with groups of students, individual students on strategies to raise attainment.
- To support specific curriculum areas as required.
- To make a contribution to the Support and Guidance systems of the school.
- To carry out break and lunch duties (on rota).
- To contribute to creating and maintaining an environment that is conducive to learning.
- To keep abreast of any developments in Special Needs, by attending relevant courses as required by the senior leadership team and line manager.
- To work in accordance with all Academy/Trust policies and procedures.
- To have a commitment to self-review and development.
- Any other duties at the reasonable discretion of the Principal or his designate.

Competencies

- Challenge & Support – Strives for the best possible provision and challenges others in the student’s best interest.
- Conceptual Thinking – Sees patterns/Uses concepts.
- Developing Potential – Creates development opportunities.
- Drive for Improvement – Sets and tackles challenging targets.
- Flexibility – Adapts procedures/Changes tack.
- Impact & Influence – Calculates an impact.
- Information Seeking – Gathers information.

Safeguarding

- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Ability to raise the self-esteem and expectations of children and young people.
- Emotional resilience in working with challenging behaviours.
- Motivation to work with children and young people.

As part of your wider duties and responsibilities you are required to promote and actively support the Trusts ‘responsibilities towards safeguarding. Safeguarding is about keeping people safe and protecting people from harm, neglect, abuse and injury. It is about creating safe places, being vigilant and doing something about any concerns you might have. It isn’t just about the very old and the very young, it is about everyone who may be vulnerable.

Arrangements for Appraisal of Performance

To be appraised and line managed by the Assistant Principal.

Review Arrangements

The details contained in this job description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, the Trust will expect to revise this job description from time to time and will consult with the postholder at the appropriate time.

Signed by:

Postholder: _____ Date: _____

Principal: _____ Date: _____

Teaching Support/Learning Support Assistant Person Specification



E = Essential D = Desirable

1	Aptitudes	
1.1	To work to high levels of accuracy and confidentiality	E
1.2	A commitment to high expectations for all students	E
1.3	Able to instil confidence and trust	E
1.4	Ability to inspire others	E
1.5	Patience and determination	E
2	Characteristics	
2.1	A team player	E
2.2	Able to work to deadlines/under pressure	E
2.3	Discretion	E
2.4	Assertiveness	E
2.5	A sense of humour	E
2.6	Good organisational skills	E
3	Skills	
3.1	A good communicator	E
3.2	Able to set clear objectives and work to them	E
3.3	Able to prioritise effectively	E
3.4	Able to multitask	E
3.5	Able to work with staff, students and external agencies effectively	E
3.6	Able to use ICT effectively	E
3.7	A good attention to detail	E
4	Qualifications and Experience	
4.1	Knowledge of safeguarding procedures	D
4.2	Educated to GCSE level, grade 4/C or above, including English and Maths, or able to demonstrate equivalent experience at that level	E
4.3	Awareness of GDPR and confidentiality procedures	D
4.4	Experience of working in an educational setting	D
4.5	Experience of working with children with additional needs	D
5	Additional	
5.1	Wiling to undergo an enhanced background check via the Disclosure and Barring Service.	E
5.2	Commitment to continuing Professional Development	E