



Fareham
Academy

Applicant Pack

Learning Support Assistant

Grade B

Start date: January 2025

28.5 hours per week (40 weeks)
Actual Salary - £16,236 – £16,453
(£24,027 - £24,348 FTE)

Fareham Academy
www.fareham-academy.co.uk/vacancies

For more information regarding the post please visit our website or email Mrs Payne on g.payne@fareham-academy.co.uk

Letter from Headteacher

Dear Applicant

I am delighted that you are expressing an interest in working at Fareham Academy. We are a caring and forward-thinking school, where academic achievement and the personal development of each child go hand in hand. Our motto “Unlocking Potential – Creating Opportunity” supported by our values of Resilience, Aspirations and Kindness captures the ambition we have for all our students.

Throughout my time as Headteacher I have consistently seen exceptional teaching and learning, which has been verified through our recent Ofsted Inspection in October 2021. I am especially proud that several members of our Middle Leadership started their careers with the school. We are committed to the development of all our staff and providing the opportunities and support to progress in their careers.

We are looking for the right person to add value to our school and be part of our exciting journey. I wish you the best of luck with the application process.

If you have any questions on the recruitment process, please email g.payne@fareham-academy.co.uk or visit our website: www.fareham-academy.hants.sch.uk

Yours faithfully,



Christopher Prankerd
Headteacher

“Developing transferrable skills such as teamwork, communication, problem solving, and innovation to better prepare students for the constantly changing world.”



Learning Support Assistant

Here at Fareham Academy we have high aspirations and expectations for children and young people with special educational needs and disabilities. We aim to supply provision to ensure all students achieve their best, have high self-esteem and are able to successfully transition into adulthood. We strive to put in place reasonable adjustments so that students with special educational needs and/or disabilities can be equally included in school life.

Fareham Academy is one of only two schools in Hampshire that are specialists in supporting Hearing Impaired Students and has a specialist state of the art Hearing Impaired Unit. Our ethos at Fareham Academy is one of inclusion and we are totally committed to ensuring that all of our Hearing-Impaired students reach their full academic potential. We feel this can only fully be achieved through integration into mainstream classes.

Programmes of study are tailored to meet the individual student's needs, so while some students need Sign Language Support, other students may occasionally work one-to-one or in small groups, allowing for quieter conditions and thus enabling a greater focused attention on language skills. Time for conversation is also incorporated into the day and communication and receptive skills are encouraged. During class, students are supported by a specialist team of Learning Support Assistants and Communication Support Assistants, each employed with background knowledge in specific subjects. The role of all of the HIRA team can take many forms depending on individual student's needs. They are there to ensure assignments or instructions in class have been clearly understood and to monitor the student's level of understanding and progress.

Due to increasing numbers an opportunity has arisen for enthusiastic and flexible individual to join our team that provide learning support to students with Special Educational Needs. Our learning support team work under a Lead LSA supporting the following areas: cognition & learning, SEMH and communication and interaction.

Your Opportunity

The position is to add capacity due to increasing student numbers. The successful candidates will be able to demonstrate:

- The ability to relate well with children and adults
- Good numeracy/literacy skills educated to GCSE level standard or equivalent with passes including English & Maths at Grade C or above.
- A good understanding of child development and learning
- Experience of working or caring for children

We offer staff a secure, supportive environment with excellent professional development. If you have the vision and drive for excellence and want to enhance the learning & continued success of our students, we would be delighted to hear from you.

We are looking for a highly motivated individual who:

- Believes in young people
- Ensures students succeed and are challenged to achieve their potential.
- Enjoys working as part of a team
- Sets high expectations of themselves and their students.
- Is committed to providing access for students to a range of opportunities
- Is able to forge positive relationships with students

In return we will offer you:

- A professional, hardworking and supportive team of staff with the capability and desire to raise student achievement
- A Staff Well-Being Programme
- Enthusiastic students who are willing to learn and are proud of their learning environment
- Opportunities for further professional development
- A caring and supportive working environment within a vibrant school community
- A personalised CPD programme suited to staff requirements
- Access to a network of schools to support personal and professional development
- A fully paid Private Health Care Programme

“A place where staff cultivate a desire for learning and self-improvement.”



Post Details		Schedule 6	
Department:	Whole School		
Job Title:	Learning Support Assistant		
Grade:	Grade B Scale	40 weeks (Term Time Only)	
Responsible to:	SENCo, Assistant SENCo, Lead LSA		
Responsible for:	N/A		
<u>Job Purpose:</u>			
To work as part of the Learning Support Team in supporting and including students with learning difficulties/disabilities in mainstream classes and in small groups.			
<i>This job purpose reflects the core activities of the post. As the School and the post-holder develop, there will inevitably be some changes to the duties for which the post is responsible, and possibly to the emphasis of the post itself. The School expects that the post-holder will recognise this and will adopt a flexible approach to work. This could include undertaking relevant training where necessary.</i>			
<i>Should significant changes to the job purpose become necessary, the post-holder will be consulted and the changes reflected in a revised job purpose.</i>			
Person Specification			
Qualifications and Professional Memberships			Essential/ Desirable
Educated to GCSE level standard or equivalent with passes including English and Maths at Grade C or above			E
Experience and Knowledge			Essential/ Desirable
Experience of planning and progressing work activities within general guidelines, using initiative and judgement without reference to others			D
Be able to prioritise and manage workload.			E
Have good, written and verbal communication skills and be able to relate well to school staff, candidates of all abilities, parents and carers.			E
Be able to work in an organised and methodical way and have sound organisational and coordination skills.			E
Be able to work effectively under pressure.			E
Be able to maintain confidentiality.			E
Practical Skills			
Ability to plan, prioritise and organise work and resources for self and others			E
Be able to work accurately and to work to set deadlines			E
Awareness of standard procedures e.g. titrations and making up standard solutions			
Confident basic user of ICT.			E
Personal Qualities & Attributes			
Ability to work as part of a team and on own initiative and with resilience			E

Self-motivating with the ability to multi task	E
Good interpersonal skills, and the ability to enthuse and motivate others	E
Willingness to undertake first aid training	E
Communication Adaptability / Flexibility Planning and Organising Teamwork Continuous Improvement	E

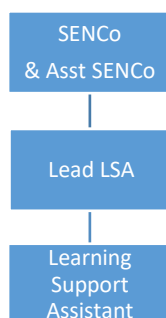
Organisational Information

All staff are expected to:

Positively support equality of opportunity and equity of treatment to colleagues and students in accordance with the Schools Equal Opportunities Policy.

Help maintain a safe working environment by:

- Attending training in Health and Safety requirements as necessary, both on appointment and as changes in duties and techniques demand.
- Following local codes of safe working practices and the school's Health and Safety Policy.
- Undertake such other duties within the scope of the post as may be requested by your Manager.



Main Responsibilities/Activities:

This document is not designed to be a list of all tasks undertaken but an outline record of the main responsibilities and should be read in conjunction with the accompanying Job Purpose.

More specifically the post holder will be expected to:

Key responsibilities:

In relation to the individual student

- To develop an understanding of the special educational needs of the student/s concerned.
- To take into account the student/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
- To build and maintain successful relationships with student, treat them consistently, with respect and consideration.
- To help promote independent learning.
- To help reinforce learning.
- To assist students with physical needs.
- To help students record work in an appropriate way.
- To develop study and organisational skills.
- To help keep the students on task and to build motivation.

- To model good practice.
- To help build the student/s' confidence and enhance self-esteem.

In relation to the Teacher

- To have formal and informal meetings with teachers to contribute to planning lessons / activities.
- To prepare materials and resources.
- To prepare students beforehand for a task.
- To work on differentiated activities with identified groups.
- To support the teacher in implementing specific teaching programs.
- To supervise practical tasks.
- To carry out structured classroom assessment/ observation and feedback outcomes.
- To be involved in keeping records and evaluating identified students' progress.

In relation to the School

- To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
- To identify personal training needs and to attend appropriate internal and external in-service training.
- Any other tasks as directed by the Head teacher which fall within the purview of the post.

Supervision arrangements:

- Annual formal review of performance.
- Regular meetings for team of LSAs (*weekly/every 2 weeks*)
- Observation of classroom support work by (*Line manager or another named person*) initially twice yearly.

Please note: Academies may hold interviews as and when applications are received, and this job may be withdrawn at any point without notice. You will still be able to add information until the closing date, but you will not be able to submit your application. With this in mind, you are encouraged to apply as early as possible.

Fareham Academy is committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants. In line with our commitments to safeguarding.



Fareham Academy

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