

RECRUITMENT PACK

Learning Support Assistant

JANUARY 2024



The Archbishop Lanfranc Academy
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**ARCHBISHOP
LANFRANC**

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Welcome



Thank you so much for your interest in The Archbishop Lanfranc Academy, and for considering becoming part of 'Team TALA'. There's been a school on this site for nearly 100 years, and, despite being a new academy with a new building, we're proud of our history and our place in the community.

The Archbishop Lanfranc Academy is a modern, vibrant community and yet one with a long and historic tradition of educating students from the three London boroughs on whose crossroads we sit – Croydon, Merton and Sutton. The Academy is proud of its history, and through its various incarnations, has educated children from its local community since 1931.

We are an 11–16 mixed, comprehensive secondary of about 850 students, situated on the north Croydon/Mitcham border. We benefit from a lovely site with brand new buildings; some great sports facilities (including a fully equipped gym available for staff); plenty of on-site parking; good public transport links and well resourced, purpose built, classrooms and learning spaces, rebuilt in September 2017. The Academy also benefits from an on-site nursery open to both staff and the general public which has a grading of "Good" from Ofsted.

We are committed to high-quality, collaborative and relevant CPD for all members of staff to enable and support them to make the best possible progress in their role and in their future career development. As a growing school there are many opportunities for 'in-house' progression.

But more than that, we are a school with a vision for outstanding education and care for all of our students, and are made up of passionate, hardworking staff, and energetic determined students. We invest in our staff, whatever stage of their career, and support and challenge all colleagues to deliver the very best possible experience for our students.

For more information about the school, see:

- [Our student prospectus](#)
- [Performance tables](#)
- [Our Ofsted report](#)

Or, better still, contact us for a discussion or to arrange a visit to come and see us: office@lanfranc.org.uk

Many thanks,

Simon Trehearn
Principal

Our Values

TALA Mission Statement

The Archbishop Lanfranc Academy exists to serve and empower its diverse community by providing an inclusive, safe and nurturing environment that values and celebrates cultural differences. TALA Vision and Values are promoted to all students so they can achieve their goals in a rapidly changing world.

TALA Vision

Students at The Archbishop Lanfranc Academy are successful learners who strive for excellence academically, creatively and socially. By focusing on personal growth, they become aspirational, resilient, confident and principled adults.

TALA Values

TEAMWORK – We all contribute to the betterment of the ‘teams’ we are in

ACCOUNTABILITY – We are responsible for our own development and behaviour

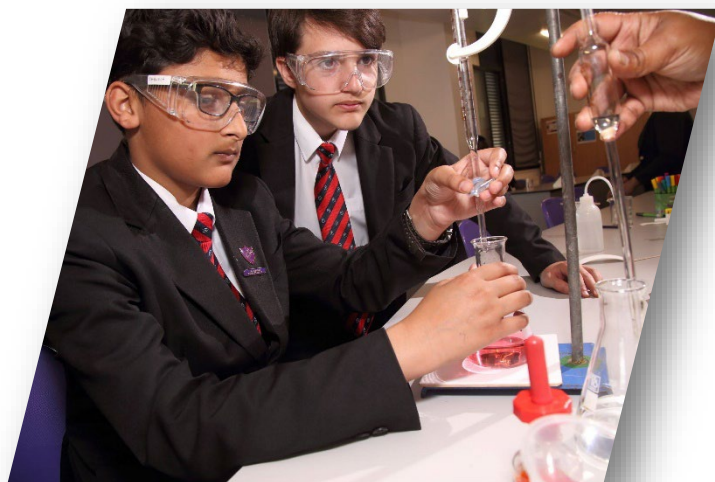
LEADERSHIP – We have the power to exert influence and bring about change

ASPIRATION – We place no limits on what we can achieve

Learning Support Assistant

We are seeking to appoint a committed colleague to join our Special Educational Needs and Disability (SEND) Team in the role of Learning Support Assistant. We currently have a team of five LSA's, all led by an experienced SENDCo; this appointment is to add capacity to our team, and allow greater flexibility for deployment and increased support.

Following a supportive induction process, on-going training and development would be in place to support this colleague. In the recent past some colleagues have used this role as a stepping stone in to teaching, and we're always keen to support colleague's career aspirations.



Job Description

Job Title:	Learning Support Assistant
Accountable To:	Principal & Governing Body
Responsible To:	SENCO
Salary Range:	S2 to S6 (£18,492 - £20,814)

Accountable For:

Ensuring that the areas of Academy life for which I am responsible contribute to outcomes above expectations for the Academy students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the Academy so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Academy's activities and that this in turn ensures that everybody takes pride in all aspects of the Academy's work.

RESPONSIBILITIES

Overall Responsibility

- 1) Assume overall day to day responsibility for a named EHCP student and all of their academic and pastoral needs whilst at the Academy
- 2) Work with a named EHCP student, providing appropriate one-to-one support for them in all of their classes and social times as the statement dictates
- 3) Act as the 'key worker' for the EHCP student and coordinate communication with family and external agencies as appropriate
- 4) Work as a Form Tutor if required to do so
- 5) Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the *Every Child Matters* agenda and Area Child Protection Procedures.

DUTIES

Supporting Learning - Supporting Teachers

- 1) Work effectively as part of the teaching support team and with teaching staff in contributing to the quality of teaching and learning. This includes attending meetings where there are items relevant to the named EHCP student on the agenda.
- 2) Support and complement the work of Teachers by:
 - Planning with the Teacher and preparing practical resources for the lessons that the named EHCP student will use such as apparatus, differentiated worksheets or visual aids.
 - Responding to individual needs by personalising resources for the named EHCP student
 - Supporting the Teacher in behaviour management and reinforcing agreed rules in working with the named EHCP student
 - Formulating, with the SENCO the detailed operational IEP for the named EHCP student and monitoring its implementation and review
- 3) Work with and act upon guidance provided by Teachers and other professionals such as Speech Therapists and Educational Psychologists.
- 4) Liaise regularly with the Teachers of the named EHCP student regarding progress, any concerns or any difficulties with accessing work and/or resources.
- 5) Arrive in class, at or before the start of the lesson
- 6) In accordance with the Academy's policies and procedures, report to the appropriate Teacher any incidents of disruptive or unacceptable behaviour by the named EHCP student that may not be known to the Teaching staff.
- 7) Set a good example in terms of personal presentation, attendance and punctuality.

Supporting Learning - Supporting an EHCP Student

- 1) Assist in the promotion of development and learning (physical, emotional and behavioural) of the named EHCP student
- 2) Be familiar with a range of teaching resources and strategies suitable for the needs of the named EHCP student
- 3) Contribute to the Academy's Enrichment Programme as indicated within the Academy Improvement Plan, e.g. by assisting on Academy educational visits and various activities.
- 4) Respond to questions from the named EHCP student about the content of the lesson being taught and their progress

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- 5) Respond to all of the named EHCP student's needs: e.g. by preparing and using specialist materials to support them and promote rapid progress in their learning

Behaviour, Guidance and Support for an EHCP Student

- 1) Provide support for the named EHCP student (if they have specific behavioural needs)
- 2) Assist the named EHCP student on arrival, during movement time and on departure from Academy.
- 3) Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported concerning the named EHCP student
- 4) Support all members of staff in providing a safe learning environment.

Health and Safety

- 1) Complete and, if appropriate, use Basic First Aid training and attend update courses.
- 2) Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- 3) Co-operate with the employer on all matters of Health, Safety and Welfare.

Continuing Professional Development

- 1) With your Line Manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to Academy efficiency, which may lead to improvements in the day-to-day running of the Academy.
- 2) Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.
- 3) Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

OTHER REQUIREMENTS

- 1) To promote and safeguard the welfare of children at the Academy.
- 2) To maintain confidentiality at all times.
- 3) To be aware of and adhere to all Academy policies and procedures.
- 4) To carry out any other duties as may be reasonably required by the Principal.
- 5) To work in support of the Academy Improvement Plan.
- 6) To take time to read notices, keep to deadlines and carry out duties to the best of your ability.



Person Specification

Experience

- Experience working with young people in a school setting
- Evidence of making an effective contribution to a team

Skills and Attributes

- Capacity to work alongside colleagues, contributing effectively to overarching aims and priorities
- Ability to quickly establish and maintain positive relationships with students, staff and parents
- Ability to demonstrate and promote good practice in line with the ethos of the Archbishop Lanfranc Academy
- Understanding of safeguarding issues and promoting the welfare of children and young people
- Well-developed communication skills, including high level of written and oral literacy and competent ICT use
- Suitability to work with children
- Potential for professional progression

The Archbishop Lanfranc Academy is committed to safeguarding and promoting the welfare of children 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 and Barring Service*.

Candidates should be aware that a check of social media accounts may take place during screening.

Appointment will be dependent upon further health, medical and attendance checks.

How To Apply

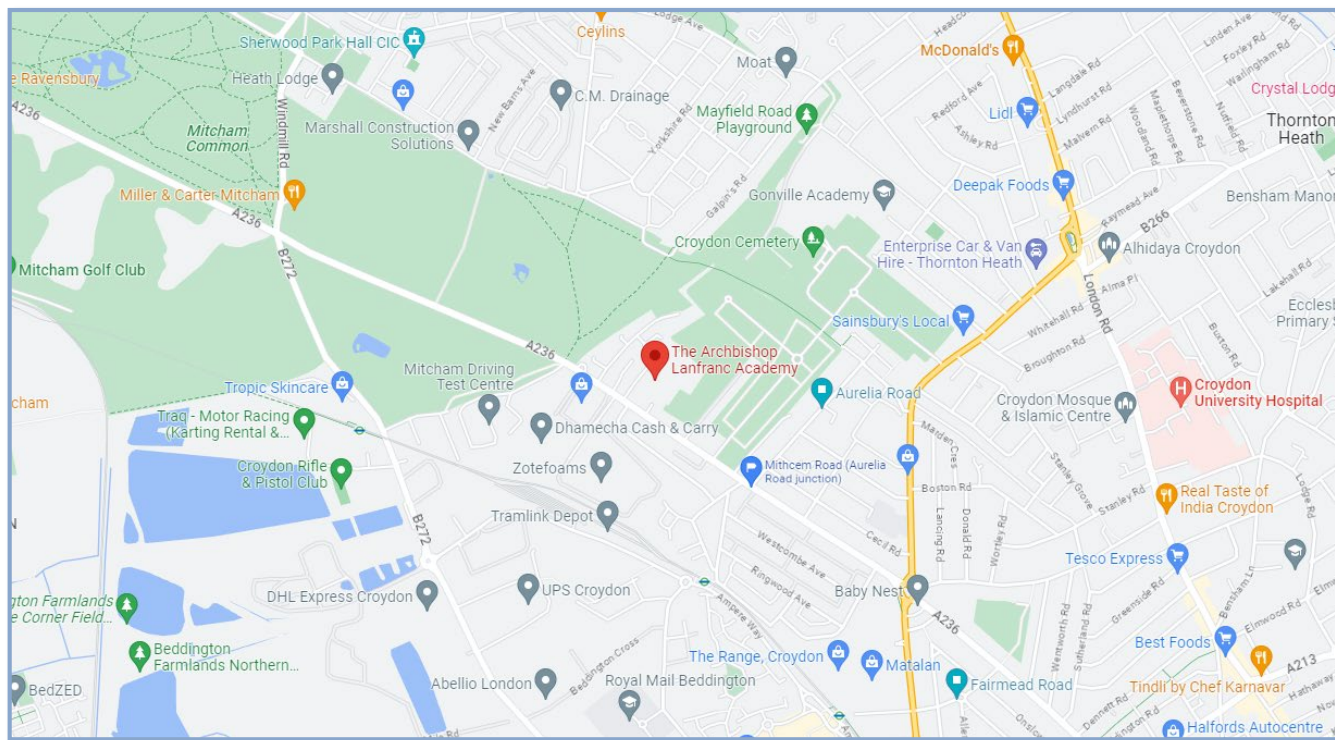
To apply for this position, please complete the Academy's application form available both on the [TES](#) and on the academy website, under the vacancies section, at www.lanfranc.org.uk.

Completed application forms can be returned by mail/ email to:

The Principal
The Archbishop Lanfranc Academy
Mitcham Road
Croydon
CR9 3AS

Email: recruitment@lanfranc.org.uk

How To Find Us



Bus Routes:

152, 255, 264, 455 and 463

Tramlink:

Therapia Lane and West Croydon

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