



Recruitment Information

Graduate Learning Support Assistants/ Learning Support Assistants

April/May 2024





Excellence in the heart of Leeds...

'You have not lost sight of the absolute necessity to put pupils at the heart of all you do'

'Middle leaders are ambitious, well trained and effective'

'Staff morale is high'

'You have put in place a stimulating and interesting curriculum'

'The strong relationships you and your staff have with parents are a real strength of the school'

'Pupils enjoy coming to school and they are rarely absent'

'Pupils get on well together. The atmosphere in lessons and around the school is marked by politeness, kindness and mutual understanding.'

Mark Evans, HMI Ofsted

'An overriding strength of this school is the drive to ensure that all pupils are given the best possible opportunities academically, socially and emotionally. The school is led by an inspiring Head Teacher and Senior Leadership Team. Together they have developed a strong staff team who show passion, dedication and a genuine care and respect for their pupils. The new building is outstanding. It is spacious and welcoming, there are numerous areas for interventions and support, classrooms are bright and designed so that learning and behaviour are visible at all times. The learning environment is engaging and promotes health and wellbeing. This has helped the pupils to develop a sense of pride in their school'.

Sheryll Carter – Healthy Schools Assessor

'I am writing to personally congratulate you and the whole school community on the outcome of your recent Ofsted inspection. To retain your 'Good' judgement despite the incredibly busy and challenging year is a really fantastic achievement. The needs of the children are clearly at the very heart of everything that happens at Shakespeare Primary and I have no doubt that the next stop for you is 'Outstanding'

Director of Children's Services, Leeds City Council



Salary grade A1-B1, scale point range 3-6, starting on scale point 4, £23,114 per annum, actual salary £16,884 per annum. 32 hours and 15 minutes per week, term time only. Temporary and permanent contracts are available. Required to start in as soon as possible or September 2024.

The Head Teacher and Governors are seeking to employ Graduate Learning Support Assistants and Learning Support Assistants to join our team.

Shakespeare Primary School and Nursery is an expanding and thriving school in which support staff play a critical role in securing excellent outcomes for children.

Who are we looking for?

We work with all our Graduate Learning Support Assistants and Learning Support Assistants to ensure they are highly skilled and able to work with children of all ages, levels and abilities. In return, we offer lots of high quality training and support to ensure our staff are well equipped for the role expected of them.

The successful candidates will be talented, enthusiastic and must;

- have a positive outlook and attitude
- be able to demonstrate a commitment to safeguarding and promoting the welfare of pupils and their families
- have a solution-focused approach to meeting children's needs
- have a commitment to working as part of a team
- have a passion for children's learning, development and personal care

In return we can offer:

- a thriving and successful school with the well-being of staff and pupils at the forefront of all decision-making processes
- welcoming and supportive colleagues
- a brand new building with fantastic facilities, complete with extensive free parking and strong commuter links
- children who have a thirst for learning and a desire to do well, which is reflected in the support we see from parents
- pension, sick pay, discount on travel, access to a cycle to work scheme and discount scheme for home and electrical items

Shakespeare Primary School is a place where children, staff and families thrive.

Established in the heart of the city we have the privilege of serving a culturally rich, diverse community that reflects the dynamic nature of modern Leeds. We pride ourselves on delivering high standards of learning and supporting the aspirations of our whole community.

Both the 'high staff team morale' (Ofsted 2019) and our oversubscribed pupil waiting lists reflect the care, passion and drive our school runs on. As a larger school we have the flexibility of opportunity that enables staff to flourish and advance onto the further stages of their career.

Shakespeare is a thriving school that needs people with energy, vision, commitment and good humour to ensure it continues to be so. If you have these qualities, Shakespeare could be just the place for you.

The closing date for applications is Tuesday 7 May 2024 at 9am.

An early application is recommended as candidates will be assessed and shortlisted as their application is received. We reserve the right to close this vacancy early if suitable candidates are found.

Details on how to apply are enclosed later in this document.

Job description for

Graduate Learning Support Assistant/ Learning Support Assistant

Job Title: Graduate Learning Support Assistant/Learning Support Assistant
Grade: A1/B1, scale point range 2-6
Accountable to: Class Teacher/ Head Teacher

Purpose of the Job

To work under the direct instruction of teaching/senior staff usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom.

Main Duties:

- To supervise and support pupils ensuring their safety and access to learning.
- To establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- To promote the inclusion and acceptance of all pupils.
- To encourage pupils to interact with others and engage in activities led by the teacher.
- To encourage pupils to act independently as appropriate.
- To prepare classroom as directed for lessons and clear afterwards and assist with the display of pupil's work.
- To attend to the pupils' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- To be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- To undertake pupil record keeping as requested.
- To support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- To gather/report information from/to parents/carers as directed.
- To provide clerical/admin. support - photocopying, typing, filing, collecting money etc.
- To support pupils to understand instructions.
- To support pupils in respect of local and national learning strategies - literacy, numeracy, early years, as directed by the teacher.



- To support pupils in using basic ICT as directed
- To prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- To be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns and following school protocol/procedures.
- To contribute to the overall ethos/work/aims of the school.
- To appreciate and support the role of other professionals.
- To attend relevant meetings as required.
- To participate in training and other learning activities and performance development as required.
- To assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.
- To accompany teaching staff and pupils on visits, trips and out of school activities as required.
- To ensure promotion and support of Equal Opportunities and Health & Safety.
- To perform any other reasonable task as requested by the teacher &/or any other senior member of staff.



Person Specification

Skills	Essential	Desirable	Method of assessment
Good numeracy/literacy skills	*		Application form, interview & certificate
Able to use a range of office equipment, e.g. printers, photocopiers and pc. Experience of using Microsoft applications	*		Application form & interview
Ability to relate well to children and adults	*		Application form & interview
Knowledge/Qualification/Training	Essential	Desirable	Method of assessment
Working with or caring for children of relevant age	*		Application form & interview
GCSE Maths and English grades A-C	*		Application form & certificate
BA/BSC Honours degree (for Graduate Learning Support Assistant)	*		Application form & certificate
Appropriate knowledge of first aid		*	Application form & certificate
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		*	Application form & interview
Participate in development and training opportunities	*		Application form & interview
Completion of DfES Teacher Assistant Induction Programme		*	Application form & certificate
Experience	Essential	Desirable	Method of assessment
Experience of dealing with queries from a wide range of people	*		Application form & interview
Experience of working in an educational setting, ideally in a primary school		*	Application form & interview
Behavioural and other related characteristics	Essential	Desirable	Method of assessment
Willing to abide by the Council's Equal Opportunities Policy in the duties of the post, and as an employee of the Council.	*		Interview
Willing to carry out all duties having regard to an employee's responsibility under the Council's Health and Safety Policies	*		Interview
To display a responsible and co-operative attitude to working towards the achievement of the service area aims and objectives	*		Interview
An ability to respect sensitive and confidential work	*		Interview
Commitment to own personal development and learning	*		Interview



Physical Conditions

The post is currently based at Shakespeare Primary School and Nursery, Lincoln Road, Leeds, LS9 7NP.

The school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment. All posts are subject to a satisfactory enhanced Disclosure and Barring Service check and two references, one being from the candidate's current or last employer.

The school operates a non-smoking policy.

The school is accessible by disabled persons.

Economic Conditions

Salary Grade	A1-B1
Level	1
Scale point range	2-6
Contract	Temporary or Permanent
Annual leave	Working term time only (38 weeks per year)
Hours	32 hours and 15 minutes per week
Working hours	8.30am-3.15pm daily plus one hour per week preparation time. This will be directed by the Class Teacher. Half an hours daily unpaid lunch break
Conditions of service	NJC conditions apply

Prospects

Promotion

Whilst there is no automatic progression to any more senior posts, opportunities do exist for advancement and promotion, dependent upon normal staff movements and on the capabilities of the individual holder.

Training

The school encourages training both in-house and external to meet the needs of the individual and of the school.

Relationships

The post holder will be required to work flexibly to deliver an efficient service. The post holder will also be required to perform any other reasonable task, outside of their job description, as requested by their line manager or any other senior member of staff.

There will be regular contact with pupils, colleagues, parents and carers, line managers and internal and external customers.

The Application Process

Please visit the vacancy section on our website, <https://www.shakespeareleeds.org.uk/about-our-school/vacancies/> where information and a Leeds City Council application form can be downloaded.

Application form

Please ensure that each section of the application form is completed in full giving details of your educational achievements including grades and your employment history including reasons why you left previous roles. The presentation of the information should be clear, concise and in chronological order.

Please provide details of any gaps in your employment history. If you have undertaken any voluntary or unpaid work, please provide details.

In the knowledge, experience and skills sections please refer to the relevant sections of the person specification and use examples to demonstrate that you have the required knowledge, experience and skills for the role.

Should you have additional information relevant to the role that you have not had the opportunity to highlight in previous sections of the application form, please use the additional information section to support your application

The bottom of the application form should be signed, via an electronic signature if possible and dated.

References

Please provide details of your current or last employer. If you are currently working or have worked in a school, this should be the Head Teacher. Please provide the names, professional email addresses and daytime telephone numbers of your referees.

We are unable to accept references from family or friends.

Our safer recruitment processes state that we must follow up at least one reference in advance of an interview.



Submission of an application

Please submit your typed Leeds City Council application form and covering letter **by the closing date on Tuesday 7 May 2024 at 9am** to recruitment@shakespeareleeds.org.uk. We will confirm receipt of your application.

We regret that we are unable to accept CVs.

If you have not heard from us within 4 weeks of the closing date, on this occasion you have not been shortlisted for interview. Thank you for your interest in Shakespeare Primary School.

The school is committed to safeguarding and promoting the wellbeing of all children, and expects our staff and volunteers to share this commitment.

All posts are subject to a successful enhanced DBS check (formerly a criminal record check) and two references, one being from the current or previous employer.

Safeguarding, Child Protection and equal opportunities

Shakespeare Primary School and Nursery is committed to equality of opportunity. We positively welcome applications from all sections of the community.

We are also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment will be made subject to a Disclosure and Barring Service check (formerly known as a criminal record check) and receipt of two satisfactory references, one being from the successful candidate's current or previous employer.

Policy statement on the recruitment of ex-offenders

As an organisation assessing applicants' suitability for positions which are included in the Rehabilitation of Offenders Act 1974 (Exceptions) Order using criminal record checks processed through the Disclosure and Barring Service (DBS), the School complies fully with the Code of Practice and undertakes to treat all applicants for positions fairly. The School undertakes not to discriminate unfairly against any subject of a criminal record check on the basis of a conviction or other information revealed.

The School can only ask an individual to provide details of convictions and cautions that the School are legally entitled to know about and convictions and cautions that are not protected. Applicants must therefore disclose all spent and unspent convictions, cautions, reprimands and final warnings that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974.

At interview, or in a separate discussion, the School ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

For further information on the recruitment of ex-offenders please contact us on **0113 535 1000** or via recruitment@shakespeareleeds.org.uk.





Shakespeare Primary School and Nursery
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www.shakespeareleeds.org.uk