



# Applicant Information Pack

## Learning Support Assistant

(35.5 hours per week/ Fixed Term until August 2025 / Term time, plus up to 2 days)

**Salary:** £23,583 – £25,276 per annum pro rata

(Actual salary approximately £19,719 - £21,135 per annum)

**Closing Date:** Sunday 22<sup>nd</sup> September 2024



Direct Line: (01782) 854210

E-mail: [HR@potteries.ac.uk](mailto:HR@potteries.ac.uk)

05 September 2024

Dear Applicant

### **Learning Support Assistant**

Thank you for your interest in the above post. I hope this application pack and other documentation contains all of the information you need.

If, after reading the information, you are still interested in the post please complete an application form and return to [HR@potteries.ac.uk](mailto:HR@potteries.ac.uk). All candidates will be assessed against the information provided in the enclosed job description and the essential and desirable criteria outlined in the person specification, therefore, please consider the details in the job description and person specification carefully so that you know what the job involves and how you can match this in terms of your skills, abilities and knowledge. The information you provide in your application form and supporting information is the only information that we will have in deciding whether or not you will be shortlisted for an interview. **Please do not attach a curriculum vitae or additional sheets as these will not be considered.**

As part of the College's efficiency measures, we do not send letters to unsuccessful candidates, therefore if you do not hear from us within one month of the closing date you may assume that your application has been unsuccessful.

If you require any further information or wish to discuss the post in more detail, please do not hesitate to contact the HR Department at [hr@potteries.ac.uk](mailto:hr@potteries.ac.uk). A College Prospectus is available upon request.

Thank you again for your interest in the post and I look forward to receiving your completed application by 22<sup>nd</sup> September.

Yours faithfully,

A handwritten signature in cursive script, appearing to read 'L. Morrey'.

Lesley Morrey, College Principal

## About The City of Stoke on Trent Sixth Form College

The City of Stoke-on-Trent Sixth Form College is an Ofsted graded GOOD college. As the first purpose built Sixth Form College in the country, for over 50 years we have been delivering post-16 education to students. We have helped over 30,000 young people reach their potential by progressing onto universities, great jobs, and varied apprenticeships. With a wealth of experience, we are experts in the field of providing high quality education for all. The College's mission is 'A caring community, delivering excellence and inspiring futures.'



With over 60 courses available, this education goes well beyond success in qualifications, encompassing a wide range of clubs, societies, trips, work experience and extra-curricular experiences to inspire and develop the wider skills of every student. In a team of over 185 staff we are devoted to preparing over 1800 students to achieve more, making a meaningful impact on the world.

We are committed to constantly improving the quality of teaching, learning and assessment and inspiring our students to achieve more. In June 2023, Ofsted Inspectors graded the College 'Good' with several excellent features and praised staff and students for creating a supportive learning community.

Stoke-on-Trent is a unique city affectionately known as The Potteries with lots to see visit and explore. The College is located at the heart of Stoke on Trent, adjacent to Stoke Railway Station providing excellent travel links, we are in easy commuter distance, within up to an hours travel time from Birmingham, Nottingham, Manchester to name a few.

In September 2017, the college became the founding member of [The Potteries Educational Trust](#). Since then we have continued to grow working with many educational institutions from Stoke-on-Trent, Staffordshire and beyond, improving outcomes for all children and young people in the region.

As a member of staff, you will be encouraged to develop your skills and experience by working in collaboration with members of our growing Trust and our extensive professional development programme.

Whatever the ambition and passion of our students, the City of Stoke-on-Trent Sixth Form College has outstanding facilities to support their learning and progression. These include:

- *A Digital Centre which includes the higher education hub and state-of-the-art computing labs.*
- *A technical and vocational hub to accommodate T Level provision in Science, Health, Education and Business/Finance.*
- *Shared usage of a specialist science Centre with university standard laboratories.*
- *High quality dance studio and performing spaces.*
- *Digital creative suites and art workshops.*
- *Sport and Leisure Facilities at Fenton Manor Sports Complex and Staffordshire University*
- *Refectory and coffee shop*



## About The Potteries Educational Trust

### The Potteries Educational Trust

Our focus is to provide the very best education for every child and young person within the Trust, offering a high quality, broad, academic education for the children and young people of Stoke-on-Trent, North Staffordshire and beyond.

Working with like-minded partners the Potteries Educational Trust centers on the development of the very best practice in teaching, learning and assessment. We will provide teaching and learning in a nurturing, supportive environment with a broad range of opportunities and extra-curricular activities available for all within the Trust.

The Potteries Educational Trust was formed in 2017. We provide education for children and young people from 4 years to 18 years and beyond. Our establishments include the City of Stoke-on-Trent Sixth Form College, Biddulph High School, Moorside High School and Werrington Primary School.

### Our Vision

As a Learning Community, we share common values and principles which are embraced at every academy within the Trust. These values form the foundations of everything that we do and achieve as a Multi-Academy Trust with one outcome in mind, to create a caring community that delivers excellence and inspires futures.

We have dedicated and committed Members, Trustees and Local Governors with a wide range of educational and business experience. Each school and college has its own Local Governing Body so that decisions are made at a local level specific to the individual needs of each school. Each establishment has its own individual character and uniqueness. It is important for our Trust to celebrate our diversity whilst working to our common values and principles.

We offer a vast range of opportunities through the curriculum and extra-curriculum activities to develop our young people for life experiences and promote high aspirations. The Trust has extensive links with regional and national businesses and universities. We provide wide ranging continuous professional development opportunities for all staff.

We are proud of being a Trust that successfully promotes the highest of aspirations in all our students as evidenced by the multiple opportunities available to meet leading professionals and academics, explore their vocation, experience educational visits across the globe and apply successfully for the most competitive of destinations.

### Our Values

- We strive for excellence in both academic achievement and life experiences to provide a rich education and opportunities beyond just a set of qualifications.
- We seek to inspire our children and young people, raising their aspirations to be the best they can be and to make a positive contribution to our local and national community.
- We believe in the added value of working partnerships across all phases of education and the benefits and opportunities it brings to our students and staff.
- We will maintain an open access policy ensuring that admission is not based on academic success, within the context of the available curriculum in each establishment.
- The Trust will promote a broad, holistic education for all our children and young people who seek to broaden their understanding of the world.
- All partners in the Trust have an equal place and will work together with honesty, transparency and fairness. We will learn from each other to add value to our practices and to the children and young people and communities we serve.

### Our Principles

By working together and learning from each other to add value to our practices and to the children and young people and communities we serve, we will champion the following core principles:

- The safety and wellbeing of the children and young people we serve in every action taken by the Trust and its constituent members.
- A caring, community-centered ethos throughout the Trust, cherishing every individual child and young person.
- Excellence in academic terms but also in providing a broad education beyond qualifications – to be 'Outstanding' in all we do.
- We will ensure the effective use of resources for the benefit of all children and young people in the Trust.
- We are committed to every child and young person in the Trust; we celebrate diversity and will work to narrow any gaps in aspiration, achievement or attainment within our community.



## *Our Employee Benefits*

- The College offers a Pension Scheme for all our employees to access in order to help plan for their retirements.
- We are committed to offering flexible employment opportunities enabling staff to strike a sensible balance between home and work life. Wherever possible, we are open to discussing a range of flexible working options including reduced/compressed hours; remote working; flexible start and finish times.
- We offer a robust and supportive induction, peer support and a comprehensive programme of professional development, we pride ourselves on the achievements of our colleagues as professional members of our community. We offer dedicated training days for all staff and support employees in attending external courses and gaining professional qualifications where permissible.
- Employees are entitled to register for our cycle to work and computing schemes, where you are able to purchase bikes and the latest IT equipment and mobile phones with convenient monthly payments automatically deducted from your salary. Make NI savings and spread the cost over a period of 12 months.
- We have an employee assistance programme which is available to all staff and immediate family members. As part of this, employees have access to our health and wellbeing portal, provided by Health Assured, which includes free face to face counselling and telephone support for a whole variety of issues, worries and concerns.
- The College offers Occupational Maternity, Paternity and Adoption Schemes where you may be entitled to enhanced occupational leave and pay.
- The College offers generous annual leave entitlement to all whole year Support Staff with a minimum of 22 days to a maximum of 33 days plus 3-5 local days at Christmas and 8 bank holidays. All entitlements are pro-rata for part time positions.
- Free eye tests and discount vouchers available to use at Specsavers.
- The college has an on-site Canteen area as well as a Costa Coffee Shop. There are various seating areas where you can sit and enjoy your breaks and visitor/team meetings etc. This includes the refectory, Costa café area and a decking area outside. In the summer this is a great facility to enjoy the sunny weather and also have a BBQ.



health assured

A CARING COMMUNITY, DELIVERING  
EXCELLENCE AND INSPIRING FUTURES

The City of Stoke on Trent Sixth Form College is a thriving, lively and successful Sixth Form College, at the heart of the University Quarter in Stoke on Trent. The College is part of the Potteries Educational Trust working collaboratively with educational institutions from across Stoke on Trent and Staffordshire. The College is currently graded Good by Ofsted.

We have fantastic opportunities for innovative, ambitious and committed individuals to join our college at a time of exciting curriculum initiatives and developments. The successful applicants will join the college at a time of growth and opportunity. To deliver our expanding provision, the college has invested in:

- A state of the art digital facility.
- A specialist facility to accommodate T Level provision in Science, Health, Education and Business/Finance.
- Specialist equipment that enables teachers to provide high quality learning and skill development experiences for our young people.

We are actively seeking people with passion, expertise and who are excited about supporting students on their career journey.

## Learning Support Assistant

**(35.5 hours per week / Fixed Term until August 2025 / Term Time Only, plus up to 2 days)**

Benefits include pension scheme, free on-site parking, flexible working opportunities, phone and computing schemes.

The post holder is required to work with the Student Services Team to support students with learning difficulties, disabilities and other barriers to learning within the classroom. In addition, you will support progress and attainment of identified learners with additional SEND/EHCP to achieve success on their course of study.

If we receive a high volume of applications we reserve the right to close any vacancies from further applications. Please ensure you apply without delay if you wish to be considered for this role.

For further details and an application form please visit the College's website: [www.stokesfc.ac.uk](http://www.stokesfc.ac.uk), or email [HR@stokesfc.ac.uk](mailto:HR@stokesfc.ac.uk). Alternatively, telephone HR on 01782 854210.

The Trust is committed to Equal Opportunities and welcomes applications from all sections of the community.

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In line with Keeping Children Safe in Education, an online search will be conducted as part of our due diligence checks on all short-listed candidates. An enhanced DBS Disclosure will be required prior to taking up an appointment with the Trust.

# Job Description

## Learning Support Assistant

**SALARY:** Scale 4 (£23,583– £25,276 per annum pro rata)

**LOCATION:** City of Stoke on Trent Sixth Form College

**REPORTS TO:** Learning Support Co-ordinator

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*This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as defined below.*

### POST OBJECTIVE

- To work effectively as part of the Student Services Learning Support Team to support and include students with specific learning difficulties, disabilities, health needs and other barriers to learning within the classroom.
- To demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all students including, where appropriate, those with specific special educational needs and disabilities (SEND).
- To support the progress and attainment of identified learners with Educational, Health and Care Plans (EHCPs) to achieve success on their course of study.

### GENERAL DUTIES AND RESPONSIBILITIES

- To participate in all College processes as required.
- To comply with the Colleges policies and codes of practice in relation to Health and Safety, Equality and Diversity and Quality Assurance.
- To work flexibly in the interests of the College as required.
- To participate in the College Performance Management Scheme and undertake staff development activities as appropriate.
- To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults you are responsible for, or come into contact with, and outside of this, to exercise vigilance at all times.
- To be a nominated first aider and undertake relevant training as necessary.

## POST SPECIFIC DUTIES AND RESPONSIBILITIES

- To interest and motivate students and advance students' learning using clearly structured teaching and learning techniques.
- To contribute to a purposeful learning environment by using behaviour management strategies, in line with College policy and procedure.
- To assist teacher(s) in the implementation of the student's curriculum. To demonstrate expertise and skills in understanding the needs of all students (including specialist expertise as appropriate).
- To support students who require access arrangements in exams. To undertake training to become a qualified Exams Invigilator.
- To carry out under the direct supervision of the teacher(s), individual programmes of learning, specifically to support the student concerned.
- To assist the implementation of any other programmes of support designed by other professionals such as advisor teachers, physiotherapists, occupational therapists and speech therapists.
- To assist the teacher(s) in maintaining a detailed record of progress, recording observations of strengths and weaknesses as appropriate.
- To support the general care, welfare and safety of the student. To have specific regards for the need to safeguard students' well-being by following relevant statutory guidance along with college policies and procedures.
- To encourage students to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- To communicate your knowledge and understanding of students to other college staff, education & health and social care professionals, by contributing to any discussions or reviews on the students concerned as requested by the Principal and Senior Management Team.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- To contribute to the delivery of additional programmes to meet student needs.
- To contribute to the assessment, monitoring and review of progress and inform educational professionals of any performance, or progress concerns about students you work with.
- To liaise effectively with parents as required recognising and respecting their role and contribution and the value of working in partnership with them.
- To undertake other reasonable duties commensurate with seniority and grade.



## PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY <i>(Application, Task, Interview)</i>
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### Qualifications

Qualified to degree level or equivalent experience	✓		Application
Teaching Assistant Level 3 qualification or willingness to work towards		✓	Application
Teaching Qualification		✓	Application

### Professional development, skills, experience and knowledge

Understanding of challenges from a student and college perspective	✓		Application / Interview
Experience of guidance and support of young people	✓		Application / Interview / Task
Ability to monitor student performance, achievement and attendance and to take appropriate action to improve and support achievement and help teachers support students' in achieving their maximum potential	✓		Application / Interview / Task
Good ICT skills, experience and knowledge, to understand the needs of students (including specialist expertise as appropriate) and enable effective monitoring and management	✓		Task
Knowledge of student progression paths		✓	Application / Interview
Ability to prioritise workload and work under pressure	✓		Application / Interview
Commitment to the Safeguarding and promotion of the welfare of young people	✓		Interview / Task
Excellent literacy skills and the ability to produce detailed and accurate references and reports	✓		Application / Task
Ability to liaise effectively with others inside and outside the college	✓		Application / Interview

## Personal skills and attitudes

An enjoyment of working with young people and an empathy for their needs and concerns	✓		Application / Interview / Observation
Ability to work both on your own initiative and as part of a delivery team	✓		Application / Interview
Commitment to on-going professional learning and development	✓		Application / Interview
Excellent interpersonal and communication skills.	✓		Application / Interview / Observation
Resilience, determination and a sense of humour.	✓		Application / Interview
Commitment to professionalism, objectivity, sharing, teamwork and collaboration	✓		Application / Interview
Must accept and actively support the college's values including equality and diversity	✓		Interview / Observation
Enthusiasm and passion for learning and ability to inspire others	✓		Interview / Observation
An interest in and an affinity with young people	✓		Interview

**The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In line with Keeping Children Safe in Education, an online search will be conducted as part of our due diligence checks on all short-listed candidates. An enhanced DBS Disclosure will be required prior to taking up an appointment with the Trust.**