

## **The Excel Academy Partnership**

### **Framwellgate School Durham**

## **Learning Support Assistant**

**THIS IS A FIXED TERM CONTRACT TO END 17<sup>th</sup> JULY 2020 (Tied to SEND top up funding). There may be an opportunity to extend the contract, subject to the continuation of funding, linked to need)**

### **Candidate Information Pack**

**Salary scale Grade FSD4 (SCP 5-6) £18,795-£19,171  
(F.T.E. Pro Rata £15,385 - £15,693)**

**Pro rata to hours and weeks worked**

**(35 hours per week, term time only)**

**Start Date – ASAP**

## **Learning Support Assistant**

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**(35 hours per week, term time only)**

We wish to appoint a highly motivated and reflective learning support assistant to bring a high level of expertise and help to improve the quality of support in this rapidly improving school. A new Headteacher took up post in 2017, and we have assembled an excellent group of senior leaders and teachers who are having a significant impact on the quality of teaching and outcomes. With a new ethos and uniform in place, excellent behaviour and an aspirational culture, we want to achieve more. We received a very positive Ofsted inspection in May 2018, where our leadership & management, 6<sup>th</sup> form, and students' personal development, behaviour and welfare, were all graded "Good". Our A Level progress figures in 2018 were the best in Durham, and we have made significant improvements to our curriculum and teaching, and to reducing teacher workload.

The successful candidate will possess energy and enthusiasm and believe that every young person deserves the very best education. A commitment to raising achievement, and a willingness to learn, train and develop as an LSA are all essential. We can offer you an environment where student behaviour is excellent, prior attainment levels are amongst the highest in the North-East, and our students and staff are a pleasure to work with. With over 20 new teachers, including a number of NQTs appointed over the last two years, we have quickly become a vibrant and exciting school in which to develop your career.

Framwellgate School Durham is a rapidly growing 11-18 non-selective secondary school and Single Academy Trust. The school roll has increased by 25% in two years and by September 2020 we will be oversubscribed with more than 1300 students on roll.

This is an outstanding opportunity for a talented individual to join our dynamic and forward thinking team. We are looking for someone with a caring, empathic but firm manner who can work alongside classroom teachers to support our students to achieve their potential. This will include:

- Working with students on a one to one basis or with small groups to provide in-class support
- Creating resources to support students
- Implementing agreed learning activities according to need
- Providing feedback to students
- Preparing and using specialist equipment according to need
- Working with classroom teachers as appropriate
- Supervising students (on a rota basis) within the Achievement Centre at assigned lunchtimes and/or breaktimes

The appointee will work with the Achievement Centre team under the direction of the SENDCO to support our young people.

## **Letter of Welcome from Andy Byers, Headteacher**

Dear Applicant

I am delighted that you are interested in this post. Framwellgate School Durham (FSD) is a fantastic school. I took up post in September 2017 and have appointed a new Deputy Head, 2 new Assistant Headteachers, and a Director of Safeguarding, all of whom took up post in January 2018. Working alongside our other talented and experienced staff, the potential is here to make the school truly outstanding.

Although our 2016 and 2017 outcomes were below average, the intake of students at key stage 2 is on a par with most of the high performing schools in the region and we significantly improved outcomes in 2018, achieving similar results again in 2019. Student behaviour is excellent, and we put a great deal of emphasis on ensuring that staff can work in an environment where students want to learn. The strength of the school has always been its caring ethos and strong community links, and these remain. By introducing new systems to manage behaviour, rewards, assessment, marking, and teaching, and with a new ethos and curriculum, we have made huge strides in transforming the school.

I am looking for staff who are passionate about their subject, have excellent subject knowledge, and who are reflective practitioners, to help us to continue to improve outcomes. I think this is an incredible opportunity and hope you will too; you must be able to work in effective teams and demonstrate resilience, humour and enthusiasm. You must never settle for second best. I will guarantee you our time and support and a fabulous place to come to work every day.

If you are able to, please come and visit. We'd love to talk to you in more detail about our plans and if you haven't visited the school before, I think you will be impressed with many aspects of it. You might also want to decide whether you can work with us! If you can't make a visit, we won't hold it against you (honest!) and would still be delighted to receive an application.

In your application, please focus on what makes you an effective LSA. Tell me why you are passionate about your area and make me feel like I am reading about you; try not write a generic letter which ticks the right boxes but doesn't tell me what you are like as a LSA or colleague.

I am also very interested to learn about what else you can offer the school. I am sure that the thing you remember most about your own time at school was the sports team you played in, the trips or visits you went on, or the school production you were part of. We need our staff, whatever they do, to share their passions (human rights, music, sport, the environment, outdoor education, drama etc.) with our students, so that our extra-curricular offer is truly special.

We have changed so much over the last two years (new teachers including many NQTs, a new sports centre, a new school day, dedicated CPD time each week, a new website, a new ethos statement, new uniform, a new curriculum) and have much more planned for this year. Developing staff in a supportive environment is at the heart of what we do.

Finally, one of you reading this will become a Learning Support Assistant in a fantastic school. You will love it. Good luck with your application.

Yours faithfully,

Andy Byers  
Headteacher

## **About the school**

About the school Framwellgate School Durham (FSD) is an 11-18 school which was granted academy status in 2011. There are approximately 1115 students on roll including 130 in the Sixth Form. Our roll is projected to increase by a further 100 in September 2019, and within the next three years, we envisage a roll of 1400 including 230+ in the sixth form. The school serves the population to the north of Durham city, primarily from the Newton Hall estate, but we attract students from a wide surrounding area and over 20 feeder primary schools. We are a high achieving 11-18 academy with a strong track record in both provision and outcomes. We are fully committed to the students in our care, and work to ensure that both the pastoral provision and quality of teaching is the very best.

## **Aims and ethos**

Framwellgate School Durham is a community that values learning and celebrates achievement. We are an inclusive comprehensive school with high expectations of both our staff and students alike. In the Spring of 2018 we consulted students, staff and parents, and re-evaluated our ethos; the result of this exercise was a new ethos statement which emphasises compassion and kindness and places the well-being and happiness of our students alongside academic achievement. Our new school uniform was introduced in September 2018 and is being phased in over two years.

## **The curriculum**

We are committed to providing a knowledge rich curriculum which responds to the needs of the individual student, whilst ensuring access for all to a broad and balanced range of educational experiences. For many students, this means learning with us from 11 to 18. We view this as a continuous, coherent journey and see one of the most important functions of learning, during any key stage, as being to prepare students for the next one.

In the summer of 2018, we planned a new Key Stage 3 curriculum, launched last September, which builds on prior learning and prepares students for their GCSE courses. We aim to ensure that our provision stretches and challenges students, and our approach is to "teach to the top". We recognise, however, that whilst all our students have needs, some have more significant barriers to learning. We are an inclusive school, and through the work of the Achievement Centre, we seek to remove or minimise any barriers to learning that our students may have, be they emotional, physical or academic.

At Key Stages 4 and 5, students receive options guidance linked to future aspirations, and we offer a significant number of GCSE, A' Level and BTEC courses which meet the needs and interests of all our students. Nearly all our Year 13 students go on to university, most choosing to study at Russell Group universities.

## **Pastoral Care and Support**

Pastoral care is a strength of the school. This was recognised by Ofsted in 2018. All students are placed in tutor groups, and almost all teachers have a pastoral responsibility, remaining with their tutor group as they move from Year 7 to 11. The tutor is the first port of call for all students. Each year group is led by a Head of Year and Pastoral Managers are assigned to a particular year group, moving through the school with that year group. In 2018 inspectors praised student behaviour; indeed, we place a real emphasis on this aspect of school life and believe that teachers can't teach, and students can't learn, unless behaviour in the classroom, and around school, is excellent. We have effective and robust systems in place to manage behaviour and tackle issues from low level disruption, to more serious incidents.

## **Teaching and Learning**

Having introduced new systems to manage various aspects of school life, and a new knowledge rich curriculum, we are spending time developing and improving our classroom practice. We place a very high priority on developing our staff professionally. Middle leadership training has been a strong focus and there is an extensive programme of CPD opportunities which seeks to support all staff, identify their development needs and move forward in their practice. In 2017 we introduced collaborative planning time for all departments, to allow them to work together to plan exciting and engaging lessons. We are currently focusing on developing approaches to metacognition, teaching to the top and ensuring challenge as well as focusing upon effective retrieval practice.

## **Ofsted**

Ofsted does not determine our practice, nor does it dominate our thinking, but we believe that our ethos, curriculum, teaching and support for students are such that an inspection will confirm our own judgements and recognise our successes. Our inspection of May 2018, soon after the new leadership team had taken up their posts, confirmed that we were heading in the right direction. Inspectors highlighted the following strengths:

- The new headteacher, supported by a recently appointed and skilled senior team, has brought much-needed drive and ambition to the school. In a short period of time, they have tackled a significant number of weaknesses effectively
- Pupils' behaviour, sixth form achievement and pupils' progress in English and mathematics have improved. The quality of teaching is also improving
- Pupils behave very well around the school. Most are attentive in lessons and show respect for each other's opinions. Parents and pupils value the high level of support provided by the school's pastoral team
- The sixth form is good. Most students make strong progress in their chosen studies. They are well supported to go onto higher education, training or employment.

## **The Website and Social Media**

Our website ([www.framdurham.com](http://www.framdurham.com)) gives an insight into the school and I would encourage all prospective applicants to look at it. Many departments have an active twitter account and you may be interested in the Headteacher account (@framheadteacher) and school account (@fram\_official). The Headteacher also writes a weekly blog ([www.framheadteacher.com](http://www.framheadteacher.com))

## **Finally.....**

We can offer the successful candidate:

- A great school to work in with huge potential for change;
- A talented and committed staff dedicated to securing the best outcomes for our students;
- A vibrant local community, loyal to the school, with very strong relationships between staff, students and parents;
- The opportunity to help FSD on a journey to become 'Outstanding' and one of the best schools in County Durham

## **LEARNING SUPPORT ASSISTANT – JOB DESCRIPTION**

### **Responsibilities**

To provide support in addressing the needs of the students who require particular help to overcome barriers to learning and to implement agreed work programmes with individuals/groups, in or out of the classroom. These activities include:

#### **Providing support for students by:**

- Participating in assessment of students to determine those in need of particular help or the level of need/assistance required
- Assisting the teacher/SEND/CO/other professional with the development and implementation of Individual Education/Behaviour/Support/Mentoring plans.
- Supporting provision for students with special needs and providing feedback to students in relation to progress and achievement
- Challenging and motivating students, to promote and reinforce self-esteem.
- Using specialist (curriculum/learning) skills, training and experience to support students' access to learning with appropriate strategies and resources
- Implementing agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
- Being aware of and participating in a range of activities and courses with organisations and individuals to provide support for students to broaden and enrich their learning.
- Determining the need for, preparing and using specialist equipment, plans and resources to support students
- Supporting individual students within agreed curriculum areas as well as identified students in withdrawn groups
- Supervising students in The Achievement Centre including break-time and lunchtime supervision as required
- Promoting the development, and supporting the running, of lunchtime and after school homework, enrichment and booster sessions, activity clubs or breakfast clubs
- Accompanying and supervising students on external visits and out of school activities

#### **Providing support for the teacher/senior staff/other professionals by:**

- Working with the teacher to establish an appropriate learning environment
- Working with the teacher and other relevant staff in planning, evaluating and adjusting learning activities as appropriate
- Monitoring and evaluating students' responses and progress against action plans through observation and planned recording
- Being responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested
- Promoting the inclusion and acceptance of all students within the classroom
- Implementing local and national learning strategies, for example, literacy and numeracy and make effective use of opportunities provided by other learning activities to support the development of relevant skills

#### **Other Specific Duties:**

To be a full and active member of the Achievement Centre Team, assisting and covering for colleagues across the school.

#### **Employees are expected:**

- To participate in the administration of emergency first aid in school
- To support in the behaviour management and supervision of students and take part with active duties to support student supervision on a daily basis
- Play a full part in the life of the school community, supporting its distinctive mission and



ethos, encouraging and ensuring staff and students follow this example, including representing the school in a professional and positive light at all times to all stakeholders

- To engage actively in the performance review process

### **LEARNING SUPPORT ASSISTANT – PERSON SPECIFICATION**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Five GCSEs at C plus (or equivalent) including English and maths</li> </ul>	<ul style="list-style-type: none"> <li>• Relevant Learning Support Assistant qualification</li> <li>• Level 3 qualifications or above</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with secondary aged children in a school</li> <li>• Experience of planning and evaluating learning activities for individuals and small groups</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children with special needs</li> </ul>
<b>Skills</b>	<ul style="list-style-type: none"> <li>• Good oral and written communication skills</li> <li>• Ability to use ICT effectively to support teaching and learning</li> <li>• Ability to work effectively as part of a team</li> <li>• Calm and positive approach</li> <li>• Ability to relate well with children and adults and form effective working relationships</li> <li>• Sensitive to the needs of children and parents</li> <li>• Active listening skills</li> <li>• Ability to use own initiative when required</li> <li>• Able to manage time effectively.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in delivering first aid</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Caring disposition</li> <li>• Good sense of humour</li> <li>• Commitment to developing professionally</li> <li>• Patience and understanding</li> <li>• Empathy towards children who have special needs</li> </ul>	

## The Application Process

Please complete the Application Form available from [www.jobsinschoolsnortheast.com](http://www.jobsinschoolsnortheast.com) or [www.framdurham.com](http://www.framdurham.com)

### Guidance on completing the application form:

Candidates are requested to complete the application form in full. Section B Personal Statement requires you to set out thorough evidence of how you meet the criteria included in the Person Specification. This will be used in the shortlisting process. This section should be no more than 1,000 words.

Your completed application form should be emailed 'in confidence' to [Thompson.f@framdurham.com](mailto:Thompson.f@framdurham.com) by **Wednesday 4<sup>th</sup> December – 8.30a.m.** Please **DO NOT** upload your application to the website on which this advert appears. All applications will be acknowledged by email.

**Interviews are scheduled to take place in the week beginning 9<sup>th</sup> December.** Please note that we only contact applicants who have been shortlisted.

If you would like to arrange a visit prior to submitting an application please contact Fiona Thompson, Executive Assistant [Thompson.f@framdurham.com](mailto:Thompson.f@framdurham.com) to make arrangements.

The available date for a visit is: **Friday 29<sup>th</sup> November** at 10.00a.m