



BRIDGE ACADEMY

**Learning Support Assistant
(Maternity Cover)
Information Pack**



'At The Bridge Academy, we believe that every child deserves the chance to succeed and we all work hard to make sure that happens'

| Hard Work | Integrity | Kindness |

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Dear Applicant,

Thank you for requesting an Information Pack for the post of: **Learning Support Assistant (Maternity Cover)**.

The Bridge Academy is a diverse and vibrant school that is rapidly improving and is focused on securing excellence for all our students and staff. Our award winning building is outstanding. We have state of the art facilities, which a wide variety of community groups we work with, also benefit from.

We offer a professionally stimulating and supportive working environment, with a strong commitment to professional development. We value our staff members and they enjoy a range of rewards and benefits, outlined on page 5.

Our sponsors UBS, a leading global financial services firm, has led the establishment of our school from the outset and they continue to support us significantly.

Thank you again for your interest in this post and we look forward to receiving your application by **9:00am on Monday 28th January 2019**. Please return the application documentation to Priscilla Agyare, Human Resources Manager via email at: Priscilla.agyare@bridgeacademy.hackney.sch.uk

Yours faithfully,



Mr C. Brown
Principal

THE BRIDGE ACADEMY MISSION, VISION AND VALUES

We are a school with a simple mission: to ensure that when students leave the Academy every one of them can go on to University or a high quality equivalent, thrive in their chosen field and live a great life. In this way, The Bridge Academy truly is 'A Bridge to their future'.

This has led us to develop The Bridge Academy values to guide our decision making and set our expectations for both students and staff:

Hard Work: We do what it takes for as long as it takes. We stay positive and never give up. We never stop trying to get better.

Integrity: We do the right thing, even when no-one is watching. We are always honest and do not make excuses. We take responsibility and do our best every time.

Kindness: We have high standards because we care. We treat others fairly and respectfully. Helping a member of our team is helping ourselves.

Our Academy is an academic, inclusive and inspirational environment where innovative thinking and creativity are encouraged and aspirations are raised.

STAFF REWARDS & BENEFITS

We believe that working at The Bridge Academy is different from working at other Academies – we are always prepared to go the extra mile for our students to succeed. Our Academy has many unique aspects and one of them is the degree to which we care for our staff. A snapshot of some of the particular rewards and benefits are outlined below.

Annual Salaries

We offer competitive salaries for both Teaching & Support staff, (Inner London Weighting) including recruitment & retention allowances, in some cases.

Annual Season Ticket Loans

Staff members can apply for an annual season ticket loan where the cost of the season ticket is spread over 10 monthly payments, interest free.

Barbican Card

<http://www.barbican.org.uk/>

The Barbican card through UBS, is free for all staff members who request it. It provides a variety of benefits and discounts:

- Unlimited free access to Art Gallery exhibitions for all staff members and a guest
- 25% off standard price first run and regular release cinema tickets*
- 25% off selected theatre and music productions*
- 15% off food and drink at all Barbican restaurants, bars and cafes
- 15% off purchases at the Barbican shops
- Access to the Members Lounge with up to 3 guests (pre-booking recommended)

*Subject to availability. A maximum of 2 tickets can be purchased per booking.

Cycle Scheme

<http://www.cyclescheme.co.uk>

Our cycle scheme provides staff members with the opportunity to purchase a bike of their choice, tax free. This for most people means a saving of around 32% of the total cost. Payment(s) are deducted via payroll over a set 12 month period.

Optical Expenses

A contribution up to the amount of £25 is paid on behalf of the Academy for staff who require an eye tests. A contribution of £60, is also available towards glasses, for staff who frequently use Display Screen Equipment (DSE) and require glasses solely for this use.

Gift Vouchers for 100% Attendance

We really value the commitment of our staff members and as a token of this, each term staff who have achieved 100% attendance are included in a prize draw, offering them the prospect of winning £100 worth of vouchers from top stores.

Our Award Winning Building

The quality of the working environment at The Bridge Academy contributes to the positive working atmosphere. We offer our staff members state of the art facilities & fantastic resources at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London. Our facilities include the following:

Art Floor

- 3 designer classrooms
- A Kiln room
- An Art terrace affording views of London landmarks including the Olympic Park, Canary Wharf and the City and the BT Tower

ICT suites

- 3 purpose built ICT suites, with retractable I-desks
- ICT facilities on all floors within the Academy

Music Facilities

- A large separate and dedicated, fully equipped music area, with three large classrooms and 12 practice rooms
- A separate music media suite, equipped with bespoke Mac desks and music keyboards
- Hi-tech recording studio

Performance Hall

- 370 seat auditorium with bleacher seating and a retracting dividing wall to create spaces on two levels.
- Cinema projection capability, instruments and AV lighting and sound systems.

Sixth Form

- A bespoke Sixth Form block
- The only Academy in the UK, which provides both Cisco training and a Microsoft Academy in-house at the Sixth Form

Sports Facilities

- A large sports hall, with a variety of sports resources
- Basketball facilities including the latest specification National League court markings
- An Off-site Multi User Games Area (MUGA) and two Astroturf football pitches

Pension Scheme Contributions

We pay in a high percentage of monthly contributions for teaching staff (Teachers' Pension Scheme) and Support Staff (Local Government Pension Scheme) members enrolled in these pension schemes.

Relocation Support for Teaching Staff

New appointees joining The Bridge Academy on an annual salary below £30,000 may be eligible for additional support towards relocating to London. Applicants whom wish to be considered, should provide an additional statement with their application form, confirming details of the proposed relocation. Relocation support is not mandatory and the decision to provide support will be based on the applicant meeting a set of criteria.

Social Events

Lively staff social events are organised during the year, to ensure that staff members get the opportunity to unwind and enjoy a well-deserved break from work.

JOB DESCRIPTION

Job Title:	Learning Support Assistant
Reporting to:	Lead Learning Support Assistant/SENDCo
Salary, Spine:	Point 12
Contract Details:	1 Year Fixed Term Contract. Term Time Only
Working Hours:	Full Time, 37.5 hours per week, 8:00am - 4:00pm

Job Purpose

The main purpose of the role is to:

- Provide support and guidance to young people and those engaged with them, by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve full potential.
- Provide support for students with literacy, behaviour or emotional difficulties.
- Support the SENDCo in completing the necessary paper work to apply for access arrangements for students.
- Work as part of the Inclusion Team in supporting and including students with additional needs.
- Work within an extended range of networks and partnerships to improve the quality of services to children and young people.

Key Responsibilities

1. To develop an understanding of the special educational needs of the student/s concerned.
2. 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.
3. To build and maintain successful relationships with students, treating them with respect and consideration.
4. To help promote independent learning and to help reinforce learning.
5. To help keep the students on task and to build motivation.
6. To support the students in building their confidence and enhancing self-esteem.
7. To participate in formal and informal meetings with teachers to contribute to planning lessons / activities.
8. To plan and prepare materials and resources.
9. To operate within agreed legal, ethical and professional boundaries when working with children and young people and those involved with them.

10. To deliver small group interventions.
11. To meet regularly with the designated line manager to report on progress of identified pupils.
12. To support in implementing specific teaching programmes.
13. To carry out structured classroom assessment/ observation and feedback outcomes.
14. To be responsible for keeping records, evaluating identified students' progress and collating evidence.
15. To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
16. To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
17. To identify personal training needs and to attend appropriate internal and external in-service training.
18. To work within and encourage the Academy's Equal Opportunity Policy and contribute to diversity policies and programmes in relation to discriminatory behaviour.
19. To undertake other duties, appropriate to the post, as may be required from time to time.

JOB SPECIFICATION

	Essential	Desirable
<p style="text-align: center;">Education and Qualification</p> <ul style="list-style-type: none"> • Qualifications to degree, A level, or GCSE/ equivalent standard including English and Mathematics at minimum Grade C. 	*	
<p style="text-align: center;">Experience</p> <ul style="list-style-type: none"> • Experience of working with young people with a range of additional needs. • Experience of working in an educational environment. • Experience of working in a multi-ethnic community. 	*	* *
<p style="text-align: center;">Skills, Abilities and Knowledge</p> <ul style="list-style-type: none"> • Excellent communication, organisational skills, attendance and punctuality. • The ability to establish and maintain good working relationships with young people. • The ability to work as an effective member of a team. • The ability to communicate effectively with young people, families, and a range of other external parties. • The ability to exercise initiative, work independently and take responsibility. • Knowledge and awareness of issues and factors related to underachievement and barriers to learning and participation. • Understanding and awareness of equal opportunities and a commitment to work within the Academy’s Equal Opportunities Policy. • Commitment to the Academy’s specialisms of Music and Maths. 	* * * * * *	

PERSON SPECIFICATION

Qualifications and Professional Attributes

1. Qualified Teacher Status.
2. First degree or equivalent.
3. Relevant specialist qualifications and experience in your subject specialism with the ability to teach at all Key Stages and all abilities.
4. Outstanding classroom practitioner.
5. Commitment to improving practice through reflection, appropriate professional development and through being open to advice and feedback.
6. Evidence of continuing professional development or relevant research.

Professional Knowledge and Understanding

1. Thorough knowledge and understanding of curriculum requirements and developments within your subject specialism.
2. Evidence of commitment to the principles and policies of equal opportunities.
3. Secure knowledge and understanding of a range of Assessment for Learning strategies.
4. Secure knowledge and understanding of how to make effective personalised provision for all students, including those for whom English is an additional language and students who have special educational needs.
5. The implications of the Code of Practice for Special Educational Needs for teaching and learning in PE.
6. Up-to-date knowledge of current educational developments in PE relevant to whole school issues.
7. The particular challenges facing many learners in the inner city (Desirable).

Professional Skills

1. Excellent communication skills.
2. Ability to motivate students and colleagues to recognise and respond to the diverse needs of learners.
3. Ability to design opportunities for learners to develop their literacy, ICT (PC and MAC) thinking skills within your subject area.

Personal Qualities

1. Energy, enthusiasm, determination and an insistence on high standards.
2. A willingness to learn new skills and approaches and to share the experience with others.
3. Ability to relate to students, parents and carers, colleagues and other partners.
4. A passion for the value your subject can bring to students and a commitment to the ethos of the wider life of the Academy.
5. Be able to work under pressure, prioritise and manage time effectively.

Learning Support Assistant (Maternity Cover)

Dates:	Apply by 9:00am on Monday 28 th January 2019
Job start:	March 2019 - March 2020
Salary Spine:	Point 12
Annual Salary:	£16,953 (Pro rata of FTE: £19,921)
Contract type:	Term time only. 37.5 hours per week, 8:00am - 4:00pm
Contract term:	1 Year, Fixed Term

Do you believe every child deserves the chance to succeed?

Do you want to join a team who will work hard together to make this happen?

Do you want to join a diverse and vibrant school that is rapidly improving?

With progress in the top 10% nationally and the top performing co-educational 6th form in Hackney, The Bridge Academy is on a journey to excellence.

We are seeking an exceptional Learning Support Assistant who is totally aligned to our values of Hard Work, Integrity and Kindness, and completely committed to our mission: to ensure that every student will succeed at University or equivalent, thrive in their chosen field and live a great life.

Do you have?

- Education to a minimum standard of GCSE Grade A-C standard or equivalent?
- Experience of working with students with a range of additional needs?
- Awareness of issues related to underachievement and barriers to learning and participation?
- Excellent communication and organisational skills?

Why choose us?

- Culture of high expectations
- Exceptionally visible SLT
- Commitment to staff development

Our sponsors UBS provide significant support to the Academy, and we also work with a wide variety of community groups to ensure the best for all our students. Our award winning building is outstanding and is based at our stunning canal-side location, just minutes from Haggerston Station and just over a mile from the heart of the City of London.

To apply for this position, please download and complete the application form and the additional information and monitoring form. Please ensure that you read our school workforce privacy notice. The application documentation should be submitted to Priscilla Agyare, Human Resources Manager: Priscilla.agyare@bridgeacademy.hackney.sch.uk. We encourage applicants from all sectors of the community to apply. **The deadline for applications is: 9:00am on Monday 28th January 2019. The short listing process will take place in the same week. The interviews will take place on Monday 4th February 2019.**

The Bridge Academy is committed to safeguarding children and all appointments will be subject to receipt of a satisfactory Enhanced DBS check and references.