



HARLESTON SANCROFT
ACADEMY

Headteacher: Mr Rob Connelly BSc.
(Hons)

Primary Phase: 01379 853211

e: primary@sancroft.stbenets.org

Secondary Phase: 01379 852561

e: secondary@sancroft.stbenets.org

w: sancroft.stbenets.org

x: @SancroftAcademy



Diocese of Norwich
St Benet's
Multi Academy Trust

Learning Support Assistant (LSA) required for a September start

26-32.5 hours per week 8:30am-3:30pm daily, term time + 1 week (part time days considered, this would be full days 8:30am-3:30pm but the number of days worked could be flexible)

This is a permanent contract.

Scale D (SCP 5-6) £23,500-£23,893 per annum pro rata (actual salary for 5 days £17,679-£17,975)

This is an exciting opportunity for the right person to join The Harleston Sancroft Academy secondary phase. We welcome applications from suitably qualified and experienced Learning Support Assistants as well as those who are in the early stages of their career. This post would be ideal for a graduate interested in teaching and requiring experience in a school before applying for teaching training. This is an incredibly exciting time for Harleston and the community we serve, as we enter a new phase in our educational provision. The Harleston Sancroft Academy (as 3-16 Church of England School) opened on 1st September 2022, providing an all through school offer for the children and young people of the town and its surrounding areas.

We are extremely proud of our ethos and the very positive relationships which exist at our school. The Harleston Sancroft Academy, part of the St Benet's Multi Academy Trust, is an oversubscribed, inclusive and very successful 3-16 Church of England school in South Norfolk where children thrive and achieve very well. Children are supported to flourish and grow with responsibility and resilience. The primary and secondary phases are located approximately half a mile apart.

Under the supervision of the class teacher you will play a vital role in the children's education and well-being. The role also includes break and lunch time supervision on a rota.

You should:

- Ideally have relevant experience of working with children across the KS3/4 age range, and in particular with pupils who have Special Educational Needs. However, if you feel you have transferable skills and are looking for a new challenge then please tell us these in the personal statement of your application
- Have good literacy and numeracy skills, and a relevant qualification (Level 2 minimum)
- Be able to establish positive and supportive relations with all pupils and their parents and carers
- Be able to use your initiative to support learning
- Be able to work with flexibility, autonomy and as part of a team
- Have energy, drive and enthusiasm

Primary Phase: Head of School: Mrs Jane Price, BA (Hons), School Lane, Harleston, Norfolk, IP20 9HG

Secondary Phase: Head of School: Ms Kirsten Parker, BA (Hons), Wilderness Lane, Harleston, Norfolk, IP20 9DD

Diocese of Norwich St Benet's Multi Academy Trust Diocesan House 109 Dereham Road, Easton, Norwich, Norfolk, NR9 5ES

Registered in England & Wales Company no: 11276240 Tel: 01603 880853 Web: stbenets.org MAT CEO: Mr Richard Cranmer BSc. (Hons)

We offer:

- A great working relationship with staff and students
- An extensive 'in house' CPD programme
- The support of an informed and active Local Governing Committee and Trust
- A very supportive and encouraging Senior Leadership Team
- Close collaboration throughout the Trust
- An opportunity to work in a good location where the cost of housing is attractive

Should you wish to visit the school prior to applying, please email ejohnson@sancroft.stbenets.org

Further information

The post-holder will need to be able to communicate effectively in English both orally and in writing in order to undertake the requirements of the role.

References may be requested prior to interview and may be contacted on receipt of your application form. Please contact us to discuss this further if you have any queries.

Visits to the school are warmly welcomed. Please contact the school office to book an appointment or speak with the SEND Manager, Mrs Whittleton (cwhittleton@sancroft.stbenets.org).

We are committed to safeguarding and promoting the welfare of children and expect all staff and volunteers to share this commitment. An enhanced DBS check will be required.

This post will come under the requirements of the Childcare (Disqualification) 2009 Regulations and the successful applicant will be required to complete a declaration form to establish whether they are disqualified under these regulations.

Culture and ethos:

- Proactively promote and demonstrate the Diocese's vision and values in all aspects of work
- Challenge, motivate and empower others to set high aspirations and attain ambitious outcomes
- Treat everyone as a valued individual who is loved by God
- Promote and demonstrate a culture of continuous improvement which includes keeping abreast of educational developments and best management practice
- Work collaboratively developing the concept of family across the Trusts and their academies
- Ensure regular open and honest communication in all professional duties
- Recognise the importance of serving the wider community and promoting inclusivity.
- Undertake such other reasonable duties as may be required from time to time as are consistent with the responsibilities of the grade.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

Safeguarding

The safety and well-being of children is central to our ethos, and we expect all staff and volunteers to share this commitment. Successful applicants will be required to provide references and undertake the Independent Safeguarding Authority checks including an enhanced Disclosure and Barring Service (DBS) check and comply with the Safeguarding Policy and child protection practices of the Trust.

Equalities

The Diocese of Norwich Education Services Company (DONESC) has a strong commitment to achieving equality of opportunity in its academies and in the employment of people. The post holder will ensure that the DONESC meets its statutory obligations in relation to all aspects of equalities legislation. This post involves regular travel around the Diocese and maybe some evening and weekend work. This job description is not

an exhaustive document. It reflects the duties and responsibilities applicable at the time of issue. Details and emphasis are subject to amendment and revision in the light of the changing of DONESC.

Applications should be emailed to Emma Johnson, School Business Manager ejohnson@sancroft.stbenets.org please tell us within your application whether you are looking for 5 days or part time days.

Closing date: 9am Monday 9th September 2024 however we reserve the right to close the vacancy early subject to sufficient applications being received. Interviews may be held on a rolling basis.

Interviews: Week commencing 9th September (or earlier if sufficient applications are received ahead of the closing date)