



RECRUITMENT PACK

Learning Support Coordinator

Welcome from the CEO



On behalf of All Saints Multi Academy Trust, I would like to thank you for your interest in the post of Learning Support Coordinator at The Academy of St Francis of Assisi.

All Saints Multi Academy Trust is at an exciting time in its development and is committed to its mission of ensuring that all young people achieve and are successful.

All Saints Multi Academy Trust is a joint Catholic and Church of England trust with our Christian values driving all decision making, always in the best interests of our children and young people.

You will be joining a values driven, inspirational and ambitious organisation, so we are looking for an outstanding candidate who can provide the highest quality of service to the Academy of St. Francis of Assisi and the Trust.

You will be committed to supporting our Christian and educational vision, providing strong leadership and supporting colleagues in ways which bring out their potential.

Ultimately you will ensure that the best possible outcomes for young people are achieved.

Yours faithfully,

A handwritten signature in black ink, appearing to be "HD", with a long horizontal line extending to the right.

Heather Duggan
Chief Executive Officer



Welcome from the Headteacher



On behalf of The Academy of St Francis of Assisi, I would like to thank you for your interest in the post of Learning Support Coordinator.

Following the internal promotion of the previous postholder, we are pleased to announce an exciting opportunity in our fantastic Academy. You will join the SEND Team to support our inclusion work and will play a crucial part in shaping the future of our Academy. Our community is very diverse: academically, socially, and culturally, and it is this diversity which makes it such a special place to work. It is truly an exciting place to be.

The Academy of St Francis of Assisi is a family, guided by Christian love and following in the footsteps of Christ. Our school is laying the foundations for pupils to flourish and 'Live, love and learn together in the light of Christ'. We are inspired by the teachings of Christ and the example of St Francis who said, 'Don't change the world, change worlds.' We strive for excellence, cherishing every child in our care as a unique thumbprint of God, enabling all to realise their full potential.

Our vision of 'Success for All' is delivered through our challenging, and engaging curriculum. This reflects and celebrates our distinctive, richly diverse, and vibrant community. The primary purpose of our curriculum is to equip every child with the knowledge, skills, and personal qualities so that they reach their full potential, regardless of their background, experience, or social privilege, to achieve success now and in the next phase of their education and life, making a positive contribution to society. Our curriculum is designed to **open doors and unlock minds** to ensure that all our students are given opportunities to **thrive and shine**. We invest heavily in staff development opportunities, and we have created a culture of continual profession development amongst teaching and support staff.

We are looking for an enthusiastic Learning Support Coordinator with a good work ethic, a sense of moral purpose and a genuine desire to make a difference to the lives of our young people. You will help us drive change and create a happy and safe place for learning together and achieving ambitious objectives. You will be driven by a desire to serve our community and young people. If you feel that your values and ambitions align with ours, and you believe that you can support our journey to deliver our vision, we would love to hear from you.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Jo Leech'.

Jo Leech
Headteacher



About the Trust



All Saints Multi Academy Trust is a local network of schools based within Liverpool.

The All Saints Multi Academy Trust is jointly sponsored by both the Diocese and the Archdiocese of Liverpool and is inspired by the ecumenical vision of Bishops' Sheppard and Worlock that we are 'stronger and better together', placing partnership working at the heart of what we do! Community is at the heart of our family of Academies, and we are proud to work closely in partnership with the communities that we serve.

Each of our Academies is unique and has its own identity yet underpinned by the Christian values of the All Saints Multi Academy Trust. We work together to ensure that our Academies are places where academic success is achieved, belief is inspired and opportunities are created.

Most importantly, our Academies are safe and happy places where children can learn and thrive.

Our vision is to create a multi academy trust of exceptional and distinctive Christian schools which deliver outstanding education and learning, share best practice to raise standards and build aspiration for the children and members of its community while maintaining positive diversity and choice for parents – a vision that we are already well on our way to realising.

At present, the Trust is made up of one primary school, three secondary schools, and two sixth form colleges. We will be welcoming more schools into the Trust family over the next 12 months, and we are excited at this prospect of growth.

About the Trust



To support our expansion, we are pleased to be part of The Church of England's Flourishing Trusts Network, which supports multi academy trusts from around the country, encouraging everyone to 'flourish together'.

Our values

Aspiration

Our Academies are places where knowledge is shared, interests are ignited, and successes celebrated. Every member of our community will recognise and embrace what they can achieve and realise that no door is closed for their future.

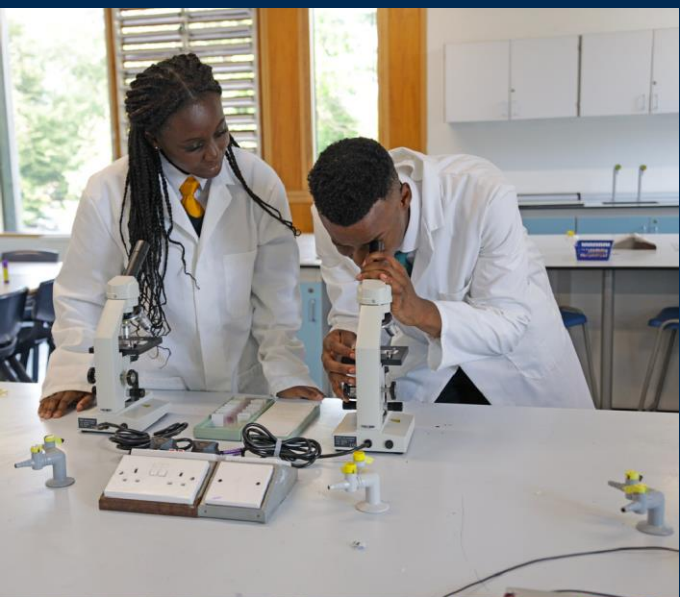
Inclusion

We ensure that everyone is valued for being who they are. Embracing different cultures, perspectives, ways of thinking and beliefs, has, after all, made our city stronger, and we will ensure that our Academies build on this rich tradition.

Service

With a willing heart, we show God's love to support those around us – we act as one to put our communities first. Undoubtedly, we are better together.

About the School



The Academy of St Francis of Assisi is a unique and special place to work. It is a vibrant and happy school, serving a neighbourhood which ranks as one of the most deprived in England. We have a high proportion of students who qualify for pupil premium. We have a much higher than average number of students for whom English is an additional language. Many of these students also newly arrived in the country. There are 64 languages spoken at the Academy with 58 nationalities represented amongst students. This diversity makes our Academy a very special place.

A higher-than-average percentage of students have SEND. On average, students arrive at the Academy well below KS2 national expectations. All years are at their admission number for 2023-24. We are at the start of a real journey of curriculum improvement and are looking for a special person to join our Academy and help to build upon the improvements already underway.

“Don't change the world, change worlds.”

St Francis of Assisi

About the School

“We have the choice to use the gift of our life to make the world a better place - or not to bother.”
Marie Curie



Our Vision:

Is to provide a diverse learning community that empowers individuals to achieve.

Our Mission:

For all our young people to achieve the best possible outcomes,

**Opening doors.
Unlocking minds.
Success for all.**

Through having:

- High expectations and an aspirational culture
- Academic challenge and a curriculum suited to all our learners needs
- Opportunities for students to thrive and flourish
- Celebration of our diversity
- Happy, positive, and successful learners

Our values

Everything we do is underpinned by our shared values as a joint denominational Academy.



Respect



Ambition



Pride



Happiness



Peace and Reconciliation

Job Specification

Learning Support Coordinator Grade 6 (24-29) £33,024 – £37,336

We are looking for a Learning Support Coordinator who will work as part of our SEN team providing support to children with additional needs. You will be a core part of the team working closely with two other Learning Support Coordinators and the SENCO. Ideally, you will have a good understanding of neurodiversity and experience of providing support for children with SEMH needs.

You will be an enthusiastic and passionate person with a good work ethic, a sense of moral purpose and a genuine desire to make a difference to the lives of our young people. You will help us drive change and create a happy and safe place for learning together and achieving ambitious objectives. You will be driven by a desire to serve our community and young people. If you feel that your values and ambitions align with ours, and you believe that you can support our journey to deliver our vision, we would love to hear from you.

The Academy of St Francis of Assisi is a family, guided by Christian love and following in the footsteps of Christ. It is an 11-16 Academy with 900 students on roll. We are focused upon improving the quality of education and driving up standards of achievement rapidly. It is a busy, dynamic, and exciting place to work. We are committed to ensuring that every student is as successful as possible. We strive for excellence, cherishing every child in our care as a unique thumbprint of God, enabling all to realise their full potential.

Our curriculum is designed to **open doors** and **unlock minds** to ensure that all our students are given opportunities to thrive and shine. We concentrate on providing the highest quality of teaching, with bespoke CPD for all staff to support this, the best possible student support, and an engaging and appropriate curriculum.

The Academy of St. Francis of Assisi benefits from its membership of the All Saints Multi Academy Trust, a unique Joint Denominational Multi Academy Trust in Liverpool.

To find out more about our school, please visit [The Academy of St Francis of Assisi – Part of the All Saints Multi Academy Trust.](#)

Closing date for applications is: Monday 7 October 2024 at 9am

Application packs are available on the All Saints Academy website at www.allsaintsmat.org/vacancies and completed application forms should be forwarded to recruitment@allsaintsmat.org

The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Check.

The Academy of St Francis of Assisi is a member of the All Saints Multi Academy Trust. All Saints Multi Academy Trust is the operating name for The Liverpool Joint Catholic and Church of England Academies Trust. The Trust is an equal opportunities employer.

Job Specification

Qualifications and Professional Development	Essential	Desirable
5 GCSE passes A* - C or equivalent	✓	
NVQ Level 2 or equivalent in teaching assistance		✓
Experience, Knowledge and Understanding		
Assessing individual support needs and making appropriate support/strategy recommendations	✓	
Supporting individuals with a diverse range of learning difficulties and or disabilities	✓	
Monitoring and reviewing student progress towards desired outcomes	✓	
Supporting transition for students with SEND	✓	
Leading and managing a team of Learning Support Assistants		✓
Statutory requirements for Education, Health and Care Plan Reviews	✓	
General understanding of the national curriculum	✓	
Understanding of basic learning programmes and techniques	✓	
Experience of working with secondary aged students	✓	
Knowledge of classroom roles and responsibilities	✓	
Understanding of health and safety in the workplace		✓
Skills and Attributes		
Good interpersonal skills	✓	
Good team player	✓	
Commitment to supporting students and colleagues	✓	
Good written and oral communication skills	✓	
Able to manage classroom activities safely	✓	
Ability to organise classroom resources	✓	
Good organisational skills	✓	
Able to be flexible and use initiative	✓	
Able to relate well to children	✓	
Good time management	✓	
Ability to stay calm under pressure	✓	
Willing to undertake training	✓	
Ability to relate to parents/carers	✓	
Patience and enthusiasm	✓	
Approach to Work		
Commitment to the Academy's Christian ethos	✓	

Job Description

Job Title:	SEN Coordinator – SEMH
Grade:	Grade 6
Reports to:	SENCo
Responsible for (staff):	Various one-to-one LSAs

Main purpose of the Role

To be responsible for:

- Working in conjunction with the Associate AHT (Inclusion) and SENCo in managing and developing inclusion across the Academy.
- Co-ordinating the work of the Inclusion Team to ensure the impact on student outcomes is maximised.
- Providing support for all students but with a specific focus on working with students with neurodiverse needs.

Key Duties and Responsibilities

1. To work in conjunction with the Inclusion Team to raise standards of student attainment and achievement within SEND and to monitor and support student progress.
2. To co-ordinate support for students to provide emotional wellbeing intervention through social stories and emotional literacy strategies that are cohesive, monitored, and support positive outcomes.
3. To support the SENCO/AAHT to deliver a comprehensive service of learning support which complies with Academy policy, student entitlement, EFA guidelines and statutory requirements.
4. To be responsible with the Associate AHT (Inclusion) and SENCO for setting, monitoring and reporting on appropriate quality standards for the Inclusion area.
5. To be responsible for ensuring that the initial assessment of learning support needs is comprehensive, timely and rigorous, and effectively communicated to colleagues.
6. To be responsible for the coordination of pupil passports in conjunction with the Inclusion Team, liaising with all stakeholders to provide a detailed and appropriate plan of support.
7. To coordinate with external support services to provide appropriate, personalised interventions to learners following an assessment of need.
8. To coordinate and support with transition arrangements for students with SEND.
9. To coordinate provision and support for those with English as an Additional Language or working below expected levels of literacy/numeracy to ensure they make at least the expected level of progress.
10. To develop links as appropriate with partners, schools, FE and HE establishments, etc. to ensure greater opportunities for students in the Academy, particularly in the areas of work experience and study support.
11. To assist the Associate AHT (SEND) and SENCO in developing strategies to ensure successful outcomes from external inspection, internal and external audit and quality kite mark objectives.
12. To work within the classroom as required supporting students.
13. To provide personal care for students as required.
14. To collaborate with classroom teachers and Subject Leaders to ensure awareness of student needs and the ways in which the Academy may support all learners with these needs.

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15. To ensure student needs are assessed through recruitment, admissions, enrolment, induction and screening processes and so ensure that support is well informed and planned.
16. To ensure Learning Support resources are deployed promptly, effectively and consistently in response to identified needs in all areas of work delivered by the Academy.
17. To develop and maintain an inventory of specialist equipment and resources and facilitate its most effective deployment.
18. To support the Inclusion Team by coordinating responses to consultation documents and applying for additional Top Up funding.
19. To coordinate and/or deliver appropriate CPD for LSAs and the SEN team.
20. To keep up to date on legislation, legal case history and good practice, particularly with respect to the provision of 'reasonable adjustments'.
21. To work closely with the Premises team and others to ensure that learners with mobility or sensory disabilities have suitable access to learning resources and student amenities.
22. To work alongside the SENCO to support the management of the Inclusion Team, and have responsibility for their recruitment, induction, appraisal, training, mentoring and effective deployment.
23. To work alongside the SENCO to coordinate the provision of access arrangement for exams and assessments.
24. To coordinate the provision of access arrangements for exams and assessments.

Academy Ethos

- Promote the Academy as an inclusive institution with Christian values, serving the local community and reflecting the approach of the Church of England and the Catholic Church to education.
- Implement the Academy Development Plan and Subject Development Plan
- Help to meet strategic targets for the Academy set by the Governing Body.
- Enable the Academy to be rooted at the heart of the community.
- Develop links as appropriate with partners, schools, FE and HE establishments, sponsors and the Connexions service, thereby ensuring greater opportunities for the young people in the Academy particularly in the areas of work experience and study support.

Communication & Liaison

- Communicate effectively with the parents of students as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the Academy.
- Follow agreed policies for communications in the Academy.
- Take part in liaison activities such as parents' evenings, review days and liaison events with partner schools.
- Contribute to the development of effective links with external agencies.

Additional Notes

This job description sets out the main duties of the post

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake

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other such reasonable duties as may be required from time to time in line with the grade of their post.

- An Enhanced DBS Check will be requested on successful application to a position at the Trust
- The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced DBS Check.
- The Academy of St Francis of Assisi is a member of The Liverpool Joint Catholic and Church of England Academies Trust. The Trust is an equal opportunities employer.

Staff benefits:

All Saints Multi Academy Trust is committed to investing in all its employees and is committed to encouraging positive working environments:

- Promote the physical and mental health wellbeing of our staff.
- Working with SMART Clinic we offer a range of health and well being benefits, including:
- Physiotherapy Stress coaching Virtual GP support Counselling
- Eye care Annual flu jabs
- Anxiety management 24/7 employee helpline Cycle to Work Scheme

Job Description

Application and Interview Process

After the closing date, shortlisting will be conducted by a panel. Please read the job description and person specification carefully before writing your application. All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK.
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate.
- Documentary proof of current name and address (i.e utility bill, dated within the last three months).
- Where appropriate any documentation evidencing changes of name.
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post.
- In addition, as part of the shortlisting process the academy will carrying out an online search as part of our due diligence on the shortlisted candidates

Please note that originals of the above are necessary. Photocopies of certified copies are not sufficient.

References and Pre-Employment Checks

We will seek references for candidates who have been successful at shortlisting and have been invited for interview. We will seek references prior to attending for the interview. We may approach previous employers for information to verify experience or qualifications before interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional offer: Pre-employment Checks

Any offer to successful candidates will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Section 128 check
- Prohibition order
- Satisfactory DBS Disclosure and Barred List Check
- Verification of professional status such as QTS status, NPQH (where required)
- Completion of Employee Health Declaration
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance.

Job Description

How to apply...

The closing date for application is:

Monday 7 October 2024 at 9.00am

Interviews will take place:

Week commencing Monday 7 October 2024.

Please read the information in this pack.

If you decide to apply you should include a letter with your application form on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the role.

Please send your application to
recruitmentapplications@allsaintsmat.org



Follow us on Instagram

@academy_stfrancisofassisi

www.asfaonline.org

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