



Job Application Pack
**Classroom Learning Assistant/Cover
Supervisor**

Salary: Scale 4 (£20,092 to £21,748 pro-rata, £16,923 to £18,318 actual, per annum)

Contract: 37 hours per week, term-time only

Closing date: Sunday 6th February 2022 at 5pm

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Letter from the Principal

Dear Applicant

Thank you for your interest in our recently advertised post of Classroom Learning Assistant/Cover Supervisor at the Nottingham University Academy of Science and Technology (NUAST).

NUAST is a centre of Excellence in Science, Engineering and Computing/IT. We are a specialist academy teaching students aged 11-19 years old. Our aim is to ensure that young people who are passionate about STEM have opportunities to realise their maximum potential with us. We currently have 900 students. NUAST opened as a 14-19 school in 2014 and we took our first Year 7 cohort in September 2018. NUAST is well regarded within Nottinghamshire and is over-subscribed for entry.

The NUAST staff team is dedicated to ensuring that our strong and caring pastoral system encourages and supports our students to access the excellent specialised facilities and the unique opportunities available. NUAST has achieved excellent results and has firmly established a reputation for academic success.

Working at NUAST will be an exciting and challenging chapter in the career of any teacher. Along with the responsibilities associated with the position, the successful candidate will be responsible for helping to form the culture, ethos and working practices of the Academy at every level. Our OFSTED inspection graded us as Good overall and Outstanding for Sixth Form.

I look forward to receiving your application.

Yours sincerely

A handwritten signature in black ink, appearing to read 'R White', is placed over a light grey rectangular background.

Robert White
Principal

Application Process

If you feel that you could contribute to the students and team at NUASt, we would welcome your application.

All applications need to be submitted online and can be accessed [here](#).

Wherever possible, please provide email addresses for your referees.

Please ensure your application arrives by 5pm on the closing date of Sunday 6th February 2022.

Interviews for the role will take place week commencing Monday 7th February 2022.

If you have not heard from us within five days of the close of application this means that you have not been successful on this occasion.

About NUAST

The Academy

NUAST is an 11-19 academy based in Nottingham offering the very best educational opportunities for our students.

With specialist teachers, specialist facilities and the unique opportunity to work with the University of Nottingham and industry partners at KS3, KS4 and KS5. NUAST offers our students specialist STEM teaching and a broad range of subjects that will support their future progress to further study or employment.

Curriculum

Our curriculum balances specialist teaching in STEM with the other core subjects which students will need to get a place at a university or secure a good job or apprenticeship.

The Academy Day

To ensure that NUAST can offer the broadest set of experiences for each of its learners, the academy operates an extended working day.

Starting at 8.30am, the academy's formal curriculum offer operates until 3.45pm Monday - Wednesday. Thursday sees student leave the Academy at 3.00pm with staff CPD taking place until 4.00pm. On Friday, school finishes at 2.15pm.

This extended day allows us to deliver our unique curriculum and provides students with the opportunities to access a wide range of enrichment activities.

Pastoral Care

At NUAST student's well-being is of primary importance to us. As a small academy we can offer a high level of care and guidance. All students will have a learning mentor.

Mentors will guide and support students throughout their time at NUAST. In addition all students are offered specialist career advice with the support of our University and Industry partners.

In terms of behaviour, we have a very simple approach. Work hard and be kind.

Industry Partners

From the very start, NUAST has had the support and guidance of some of the biggest industry names in engineering and information technology. Their knowledge and understanding of the skills and attributes required to become a future employee in their fields has guided the curriculum and helped shape the facilities.

As students learn and train at NUAST, they will have the opportunity to work with these companies alongside NUAST teaching staff. Students will leave NUAST fully equipped to

enter the world of work or higher education with an enviable set of experiences and contacts.

NUAST has many partners, some of which are listed below:

Rolls-Royce Siemens Toshiba XMA Esendex Experian

Employer engagement has proved to be invaluable. We seek to expand this to all areas of the curriculum.

Education Partners

In addition, NUAST is sponsored by the University of Nottingham, which provides students with access to world-class research facilities and staff. The university will provide opportunities to develop academic experiences and knowledge.

Students wishing to pursue degree level courses will be given help and support when applying to university.

Finally, education provision is supported by the Nova Education Trust.

As education partners, the Trust deliver exceptional educational support with access to curriculum and pastoral groups, and support in areas such as safeguarding, Governance and other central service functions.

Facilities

Housed in a purpose-built, iconic building, NUAST offers the most advanced GCSE and Post 16 facility for the teaching of science, mathematics, engineering and computer science in the local area.

Industry standard science, IT and engineering facilities are complemented by a full suite of teaching rooms covering all key English Baccalaureate subjects.

Having opened in Autumn 2014, the building is designed to provide our students with all the experiences they will need to enter higher education or industry. The building has been designed as a modern workplace: open, light and attractive with excellent catering, study and outdoor spaces.

NUAST is a remarkable investment in the young people of the East Midlands.

For more information about the academy visit: www.nuast.org.uk



Nottingham University Academy of Science and Technology
www.nuast.org.uk

**NUAST
Job Description**

JOB TITLE	Classroom Learning Assistant/Cover Supervisor
HOURS OF WORK:	Hours: Full time 37 per week, term time only
SALARY SCALE:	Scale 4, Points 7 - 11, £20,092 - £21,748 FTE
CONTRACT TYPE:	Permanent

Job Purpose

The post holder will be the main point of contact for welfare enquiries from both students and staff and will be responsible for providing effective learning support to students.

Responsibilities:

The role will involve both in class support for individuals and groups of students and covering lessons for absent teachers as indicated below:

1. Supervising students in class in the absence of a teacher in accordance with the school policy
2. Assisting in preparing the learning environment and the materials used therein
3. Managing student behaviour to ensure a constructive working environment
4. Responding to students about the work that has been set
5. Collecting any work completed after the lesson and returning it to an agreed person/place
6. Leaving the room in good order at the end of the lesson
7. Supervising entry and departure of students in accordance with school policy
8. Recording and reporting attendance at lessons in accordance with school policy
9. Assisting in exam invigilation under the supervision of the examinations officer.
10. Reporting back as appropriate using the schools' agreed referral procedures on the behaviour of pupils during the class and any other issue arising.
11. Dealing with any immediate safeguarding emergencies according to the schools' policies and procedures
12. Supervising students arriving and leaving the school site
13. Supervising students at lunch time on a duty rota.

When there is no cover requirement the time will be spent supporting pupils in lessons, either with individual pupils/small groups in or out of the classroom, or supporting Departments with display and administration as indicated below:

1. Support learners in class across the academy, in 1:1 sessions and in small groups to facilitate learning and engagement.
2. Under the direction of the teacher devise planning to meet the needs of assigned individuals or groups
3. Support teachers in assessing pupil progress and attainment
4. Identify barriers to learning, recognise preferred learning styles/strategies and provide appropriate support and guidance to students and staff

5. Provide study skills support including; organisation, time management, research, revision, comprehension, confidence, motivation, goal setting, note taking, target setting, basic skills, to maximise learner independence
6. Provide effective support to help learners keep on track with course targets and assignments
7. Provide support for learners during catch up and intervention sessions
8. Actively promote the provision available to current and potential learners
9. Raise concerns in line with confidentiality and data protection any areas of concerns to personal tutors, or the SLT
10. Provide accurate statistical information and profiles of the Learning Support Service for internal/external reporting
11. Maintain relevant knowledge and adhere to best practice, professional standards and Academy policy/procedures.

Generic Requirements

1. It is a requirement of all posts within NUASt that Health and Safety requirements are upheld in the performance of duties.
2. All employees of NUASt are required to uphold the Equality and Diversity Policy and NUASt's Code of Conduct.
3. All staff will ensure the safeguarding of young people by the implementation of Child Protection and other safeguarding policies.

This job description is not a complete description of the role, as you are required to undertake any other reasonable duties within the level of responsibility and grading of the post as directed by the academy leadership team.

Person Specification

In order to be considered for interview all essential criteria must be met.

Factor	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • GCSE Grade C or above in Mathematics or English or equivalent 	<ul style="list-style-type: none"> • Educated to Degree level or equivalent. • A TA/HLTA qualification or equivalent.
Experience		<ul style="list-style-type: none"> • Experience of working with pupils in the same/similar role. • A desire to start a career in teaching in an education setting.
Skills and Knowledge	<ul style="list-style-type: none"> • Effective time management skills. • Ability to prioritise tasks. • Adaptable approach to work and confidence to respond and deal with unanticipated problems. • Ability to work effectively as part of a team and a willingness to support others. • Capability to work independently and use own initiative as and when required. • An understanding of children with additional needs. 	
Personal Qualities	<ul style="list-style-type: none"> • Outstanding communication skills • Approachable • Ability to remain calm in stressful situations • Ability to establish good working relationships with teaching staff and pupils. • Reliable and punctual • A commitment to safeguarding and promoting the welfare of young people 	

Responsible to:	SENDCO
Date:	June 2021