



THE  
**ROBERT  
NAPIER**  
SCHOOL

# VI Learning Support Assistant

Candidate Application Pack

A **Beyond** ACADEMY  
SCHOOLS TRUST

## Contents

## Page

Message from the Head of School	3
About the School	4
Welcome from our Chief Executive Officer	5
About the Beyond Schools Trust	6
Job Description	7-8
Person Specification	9
Terms & Conditions	10
Benefits	11
The Recruitment Process	12-13
Living & working in Medway	14
Advert	15-16
Our location	17



## Message from Jane Dunnett, Acting Interim Head of School

Thank you for your interest you have shown in the role of **VI Learning Support Assistant** here at The Robert Napier School

We are seeking an enthusiastic, supportive, and committed Learning Support Assistant to work with visually impaired students in our VI Unit. You will support students with vision impairments to further aid them in experiencing achievements, independence and self-determination.

The successful candidate will support the learning of the students on a one-to-one or small group basis providing direct support as required.

This is an excellent opportunity for an individual to join our supportive and friendly school that is committed to achieving high standards across all stages of the curriculum. Achieving the best outcomes for our students is our priority through the continued development of high-quality pedagogy embedded across the school.



The successful applicant will be joining us at an exciting time for the school, as it begins the next chapter of its journey. Having undergone a period of rigorous review and significant changes to the teaching and learning strategies, quality assurance processes and curriculum, the school is establishing its presence as one of the leading schools within the Trust.

I hope you find this applicant pack informative. If you have any further enquiries, please don't hesitate to contact us here at the school, using the contact details in this pack. We would welcome you to see the school in action, or alternatively we would be happy to talk with you over the phone, Teams or Zoom. I look forward to receiving your application.

Jane Dunnett  
Acting Interim Head of School



## About The Robert Napier School



Built upon the school motto of Learn, Believe, Achieve, we look to engender the school values of respect, trust, perseverance, resilience, fairness, and courage in all of our students, ensuring they are ready to contribute to their community when they leave us at the end of their studies. All staff are central to ensuring students have the right attitude towards their own learning and success, taking advantage of all of the opportunities afforded by the school and leave the school at the end of their studies, ready to contribute to the local community.

Based in the heart of the Medway Towns, The Robert Napier School is a non-selective, mixed secondary school of 1100 students, including 130 in the Sixth Form. The school is an eclectic mix of the old and the new, with the original buildings constructed in the 1850s when the school was the original 'Gillingham Grammar School'. Since then, the school has grown to include a range of buildings, the most recent being the 'Caxton' block, formally opened in 2011. The school has excellent facilities including state of the art ICT provision, a purpose-built lecture theatre, retractable bleacher seating in the hall to accommodate up to 380 people, a permanent stage with full lighting and sound rig, a multi-use games area, large playing fields and excellent sports facilities. The school also provides specialist Access to Mainstream Provision for vulnerable students, as well as a dedicated Visually Impaired unit.

The school is a proud member of the Beyond Schools Trust. Working in partnership with the Robert Napier School, the Trust is made up of Fort Pitt Grammar School for Girls, The Thomas Aveling School, Balfour Junior School and Phoenix Junior School. All of the schools are located within a 5-mile radius and work closely to provide an outstanding education and opportunities for the children of Medway.

In January 2019, the school was delighted to be rated Good by Ofsted, having been rated requiring improvement and satisfactory in its three previous inspections. This was well deserved recognition of the hard work and dedication of the staff to drive improvements. The school continue to drive standards in all areas of the school, to ensure the students receive the best quality education and opportunities.

We value our staff, investing in their training and development at all stages of their career. Comprehensive, individualised training plans are drawn up for all staff, designed to meet their needs and enable them to take the next step in their career. New staff engage in a comprehensive induction programme and are allocated a subject specific mentor, as well as a dedicated coach all of which is aimed to ease your transition into the school.



# Welcome from our Chief Executive Officer

## Welcome to Beyond Schools Trust

We are an ambitious organisation of 5 schools, serving the educational needs of nearly 4,000 children and young people aged 3 to 19.

Our academies are based in a tight geographical area drawing students and employees from Kent and Medway in the Southeast of England.

We employ around 600 people in a range of roles designed to support children to be successful when they leave the Trust. We also rely on the time and commitment of over 70 volunteer Trustees and Governors, who share our ambitions for our schools and our students. These are expressed in our vision, our mission, and our values.

We have a strong belief in the value of lifelong learning and in this plan, we set out to develop a Trust that fully prepares children, so they have the skills, knowledge, values, and character to be successful in the world beyond our doors. We also believe that our greatest asset as an organization, is our people, and we are privileged to be involved with such courageous, committed and child-centred employees. Everything we do is aimed at providing our staff with the resources and leadership to achieve their best. We believe that a supported and motivated staff create the best environment and opportunities for students to achieve their full potential.

Andrew Minchin - CEO



# About the Beyond Schools Trust

## Our vision is simple:

To be the most respected family of schools - trusted to provide the highest quality of educational experiences in our communities.

We believe that by working together, rather than in isolation, we can accelerate school improvement and embed our vision in our academies. In working and collaborating towards our common strategic objectives, we can create more opportunities for lifelong success for our students.

The fundamental philosophy behind the Beyond Schools Trust's vision and strategic plan is all about thinking beyond the present day; looking at what is right for our students and staff both now and in the longer term.

Put simply we strive to:

- Develop and retain the best employees that know how to provide the best educational experience
- Support, motivate and reward our employees to go above and beyond for our students
- Be responsive to our students' and employees' needs so they are prepared for a rapidly changing world.

## Our Values

Everyone in our Trust has a part to play in bringing the ethos and culture of our values alive. We are committed to ensuring everyone knows why we should value each other and how we should value each other, so we can create a community where we all aspire to succeed. Our values are not the static states of play but things we are always striving to develop and uphold as part of our culture.



## Our Mission

To provide opportunities for everybody to be the best they can be.

We want every one of our students, teachers, or Governors to be the best that can be. We will work tirelessly to support them to reach their potential.



**Beyond Schools Trust, Fort Pitt Grammar School, Fort Pitt Hill, Chatham, Kent ME4 6TJ**



**01634 888115**



[www.beyondschools.co.uk](http://www.beyondschools.co.uk)



[hello@beyondschools.co.uk](mailto:hello@beyondschools.co.uk)





## Job Description—Learning Support Assistant - VI

Reporting to: Head of Specialist VI Resource  
Salary: Trust salary scale 4-11 + SEN Allowance  
Location: The Robert Napier School, Third Avenue, Gillingham

### Job Purpose

To work in collaboration with the Head of the Specialist VI Resource in meeting the needs of students with Vision Impairments.

### Duties: -

- Support children with Vision Impairments who have Education Health and Care Plans in all areas of the curriculum, individually or in groups, under the guidance of the Head of the VI Specialist Resource
- Assist in the classroom management of pupil(s) with a vision impairment.
- Classroom responsibility for the use, care and safety of VI specialist technology.
- Liaison with mainstream teaching staff to effect appropriate adaptation of materials.
- Support in alternative study periods/curricular activities for individual pupils, in the development of their whole school independence, helping to raise standards of achievement.
- Occasionally support pupils with a visual impairment on out of hours educational visits, sporting locations etc.
- Modification of materials within a specific subject area, designed to meet individual needs and, in co-operation with the subject teacher and specialist teacher of the visually impaired, provide adaptation to text:
  - Prepare differentiated work/materials for students' use (under the direction of a teacher)
  - Adapt diagrams for large print and tactile users.
  - Produce and transcribe Braille text when needed (be prepared to learn Braille)
  - Re-align original text for photocopy enlargement.
  - Assist in touch-typing lessons, using keyboard shortcuts.
- Where appropriate, assist in managing the physical well-being of the pupils.
- Support students through examination processes (including invigilation as directed).
- Participate in In-Service Training.
- Provide ongoing feedback to the Head of the VI Resource for effective support of students.
- Attend team meetings as appropriate.
- Undertake any duties which may reasonably be regarded as within the duties of the post as defined.
- Be willing to work as part of a team and support the ethos of the school.
- Carry out such other duties as the Head of the VI Specialist Resource may from time to time require.

### Generic duties relevant to all members of staff

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources, and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".



## Equality and Inclusion

The Trust is dedicated to creating an environment free of bullying, harassment, victimization, and unlawful discrimination, promoting dignity and respect for all, and where individual differences and the contributions of ALL staff are recognised and valued. It is therefore the responsibility of staff to conduct themselves to help the Trust provide equal opportunities in employment, and prevent bullying, harassment, victimisation, and unlawful discrimination. All staff, as well as the Trust, can be held liable for acts of bullying, harassment, victimisation, and unlawful discrimination, in the course of their employment, against colleagues/staff, pupils, contractors, stakeholders and members of the public.

## Safeguarding

Beyond Schools Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations put in place. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures as set out by Beyond Schools Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Safeguarding Lead at the site where you are located.

## ICT

All staff will be expected to utilise ICT and to improve communication and reduce paper use where possible. Security procedures must be followed when using ICT systems and particular care and attention should be taken with any communications that may result in a breach of GDPR.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

## Health and Safety

Employees are required to work in compliance with the Trust's Health & Safety Policies and under the Health and Safety at Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training, and supervision necessary to accomplish those goals.

## Teaching and Learning

This is our core business and therefore it is an absolute priority. Although this role is not a direct teaching role, you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

**This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Head of People. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.**





## Person Specification

Skills and abilities	Essential	Desirable
Ability to develop excellent relationships with students, building on a keen understanding of their needs and a desire to see them fulfil their potential	✓	
Experience of working with Visual Impairments & writing braille		✓
Good literacy and numeracy	✓	
Able to promote a positive approach towards learning and be prepared to work with children of varying degrees of learning and disability	✓	
Willing to work as part of a team and support the ethos of the school	✓	
Able to be prepared to respond positively to a range of situations	✓	
Able to establish a good working relationship with parents when appropriate	✓	
Ability to work under specific instructions from the Head Teacher, Class teachers & Head of VI Unit	✓	
Knowledge on behaviour and de-escalation strategies		✓
Awareness of sensitive information and the need for confidentiality	✓	
Energy, drive and enthusiasm	✓	
Excellent interpersonal and communication skills	✓	
A sense of humour, cheerful demeanor, and positive, can-do attitude	✓	
A capacity for hard work and willingness to “go the extra mile”	✓	



# Summary of Terms & Conditions

<b>Start date:</b>	February 2023
<b>Contract Type:</b>	Full-time permanent
<b>Place of Work:</b>	The Robert Napier School Third Avenue, Gillingham, Kent ME7 2LX
<b>Hours &amp; days of work:</b>	37 hours per week, Mon-Friday, term-time only
<b>Salary:</b>	Trust salary scale, point 4-11 £ 21,189 - £24,054 Full time salary pro rata this equates to £17,717-£20,113 Plus, SEN Allowance of £1,401
<b>Holiday:</b>	Entitlement of <b>24</b> days annual leave rising to <b>28</b> days after five years of service – this, together with bank holidays is included in your annual salary as no entitlement to take holiday on a term time only contract.
<b>Induction Period:</b>	This post has a 6-month induction period
<b>Pension:</b>	Membership of the Local Government Pension for support staff
<b>Notice period:</b>	One month to be worked during term-time
<b>Car insurance:</b>	Trust employees who use their private vehicles in the course of their duties must be covered with their insurers to cover business liability



# Benefits

**Benenden Healthcare:** Non- contributory membership of Benenden Healthcare Scheme.

**Continuing Professional Development** A comprehensive induction programme for all staff with a commitment to continuing professional opportunities across the Trust.

**Staff Wellbeing:** Whole Trust approach to well-being.

**Pension Scheme:** Support staff with a contract of more than 3 months will be automatically enrolled in the **Local Government Pension**. Contribution bandings are based on actual salary. Contribution rates from 1<sup>st</sup> April 2022 are as follows:

<b>Annual Salary Rate</b>	<b>Member contribution Rate</b>
Up to £14,400	5.5%
£14,401 to £22,500	5.8%
£22,501 to £36,500	6.5%
£36,501 to £46,200	6.8%
£46,201 to £64,600	8.5%
£64,601 to £91,500	9.9%
£91,501 to £107,700	10.5%
£107,701 to £161,500	11.4%
£161,501 and above	12.5%

**Other Benefits:** Two-week, half-term break in October

**Family Friendly Policies** The Trust offers generous family friendly policies including maternity, paternity, shared parental leave and adoption.

**Cycle Scheme:** The Trust is a member of the Cycle to Work Scheme.

**Car Parking** Free onsite parking

**Catering:** On site catering at affordable prices

**Employee Discounts schemes:** Details available upon joining



## The Recruitment Process

**Closing date:** Sunday 19<sup>th</sup> February 2023

**Interview date:** To be advised

***We reserve the right to bring forward the closing date where interest and applications received are high, therefore we encourage early applications.***

To apply please complete an application form which can be found on the Trust's website - [Our Vacancies | Beyond Schools Trust](#) Completed application forms should be returned by the closing date to [careers@beyondschools.co.uk](mailto:careers@beyondschools.co.uk)

If you wish to discuss the role, please contact [Rebecca Rattle](#) via email at [rrattle@robertnapier.org.uk](mailto:rrattle@robertnapier.org.uk)

**The application form:** Please complete the application form as fully as possible. Gaps in employment do need to be explained, therefore please provide as much information as possible. For example, if you undertook a gap year or had a period of unemployment, please state this.

All applications will be acknowledged, and you will be contacted thereafter of next steps.

**Right to work in the UK:** Unfortunately, if you do not have right to work in the UK, we are unable to process your application. If you are invited to attend an interview, you will be asked to produce original and up-to-date documentary evidence of your right to work in the UK.

**Safeguarding:** Safeguarding is our highest priority; therefore, pre-employment checks will be undertaken prior to a successful candidate joining. This includes references from current or most recent employer, an enhanced DBS with children's barred list check, and original certificates of qualifications will also need to be provided. It is an offence to apply for a role if you are barred from engaging in regulated activity relevant to children. If you are shortlisted for interview, you will be required to complete a self-disclosure form this will be sent with your invite to interview and must be completed, signed, and returned prior to interview. The Trust will also undertake an online search as part of its safeguarding duties at offer stage.

The schools safeguarding Policy can be found [here](#)

**CV:** We do not wish to see your CV so please do not include it.

**Cover letter:** A cover letter can be provided, though not essential. Do keep to a maximum of one page.



**Supporting Statement:**

Your supporting statement is important and will be the basis of our shortlisting and progressing your application, therefore you need to ensure you answer the following as concisely as possible:

- Why you believe you are a strong candidate for the position.
- Set out impact you have made in your current/previous positions.
- Make reference to the job description and person specification to set out how you meet the criteria.

**References:**

Do provide referee details as outlined, please ensure you indicate whether references can be taken up before interview.

**Additional skills:**

Aside from your professional skills relevant to the role you are applying for we are interested in you as an individual, therefore do share with us any additional skills, hobbies, and abilities that you would like us to know about

**Equal opportunities monitoring:**

This will be kept separate from your application and used only for monitoring purposes by the HR department

**Special arrangements:**

Please do set out in the application form any special arrangements we should try to make if you are invited to interview.

**Retention of Personal Information:**

Any information supplied by an unsuccessful candidate will be destroyed six months after date of shortlisting.

Any data about you will be held securely with access restrict to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

Our Privacy policy is available on [Our Vacancies | Beyond Schools Trust](#)

**Equality and Diversity:**

We recognise the benefits of a diverse workforce. We are committed to eradication discrimination in the workplace, becoming an employer of choice, for all staff to believe that they have a voice and be empowered to make a difference.

**Criminal Convictions:**

All education establishments in the UK are exempt from the Rehabilitation of Offenders Act 1974. In practice, this means that all applicants must inform on all spent and unspent convictions on the application form and when completing a Discloser and Barring form. Failure to provide this information may result in dismissal. List 99 is also obtained on anyone who will be working on or coming into contact with children; and must be received by the school before employment can commence.



## Living and working in Medway

On the banks of the River Medway from which it takes its name, Medway is the second largest conurbation (after Brighton) between London and continental Europe. This combined with its comprehensive transport links, makes Medway a gateway to the capital, the county of Kent and the continent.

With its regeneration programme providing a variety of new homes and growth for all, Medway is already one of the South East's fastest growing areas. Its ambitious vision provides economic and housing opportunities across all five major towns – all of which act as a magnet for a diverse range of businesses, property hunters and investors.

“Its comprehensive transport links make Medway a gateway to the capital, the county of Kent and the continent.”

Families and commuters are attracted to Medway by the choice of accommodation and facilities in Medway and can live close to schools, railways, and town centres, including Rochester's historic high street. Not only does Medway boast the biggest regeneration zone within the Thames Gateway, but it is surrounded by award-winning green spaces and world-renowned heritage sites.

## Living in Medway

Medway's housing landscape is very diverse – from Victorian period properties and cottages to newly-developed modern builds and suburban developments. There is something for everyone from families big and small to couples and individuals wanting to find their perfect home.

Medway has the lowest council tax in Kent and one of the lowest rates in the M25 corridor.

A multi-million-pound regeneration programme is currently transforming Medway's landscape bringing 29,000 new homes, many of them stunning riverfront developments.

Medway is a place in which you can enjoy both living and working. A thriving business location but also within an easily commute to London and yet beautifully green with seven green flags accredited parks. It's a great place to put down roots and make a life.

More than 80% of Medway schools have an OFSTED rating of good or better and is home to four universities.





## VI Learning Support Assistant



<b>Salary:</b>	Trust salary 4-11 £21,189 - £24,054 Pro rata this equates to £17,717 - £20,113 Plus, SEN Allowance £1,401
<b>Start date:</b>	February 2023
<b>Hours:</b>	37 hours per week, Mon-Friday, term-time only
<b>Location:</b>	The Robert Napier School, Third Avenue, Gillingham, Kent ME7 2LX
<b>Closing date:</b>	Sunday 19 <sup>th</sup> February 2023
<b>Interview date:</b>	To be advised

We are seeking an enthusiastic, supportive, and committed Learning Support Assistant to work with visually impaired students. You will support students with vision impairments to further aid them in experiencing achievements, independence, and self-determination.

The successful candidate will support the learning of the students on a one-to-one or small group basis providing direct support as required. Previous experience of working with visual impairments and writing braille is desirable but not essential.

This is an excellent opportunity for an individual to join our supportive and friendly school that is committed to achieving high standards across all stages of the curriculum. Achieving the best outcomes for our students is our priority through the continued development of high-quality pedagogy embedded across the school.

### **In return we offer: -**

- An incredibly supportive group of colleagues and leaders
- Benenden private health care cover
- 24 days annual leave increasing after 5 years of service
- Membership of the Local Government Pension Scheme
- Two-week, half-term break in October
- Cycle to work scheme

Please visit [Our Vacancies | Beyond Schools Trust](#) for a full job description and application form. Completed application forms should be returned by the closing date to [careers@beyondschools.co.uk](mailto:careers@beyondschools.co.uk)

Visits to the School are strongly encouraged. For further information and to arrange a visit, please contact [Rebecca Rattle](#) via email [rrattle@robertnapier.org.uk](mailto:rrattle@robertnapier.org.uk)

***We reserve the right to bring forward the closing date and/or interview date where interest and applications received are high, therefore we encourage early applications. Only shortlisted candidates will be contacted for interview.***

### **Safeguarding commitment**

The **Beyond School Trust** is committed to safeguarding and promoting the welfare of all staff and students. Any offer of appointment will be subject to satisfactory references, an enhanced DBS with children's barred list and online check will be required for all successful applicants



### Equality & Inclusivity Statement

At **Beyond Schools Trust** we strive to be a diverse and inclusive workplace where we can ALL be ourselves. We particularly encourage applications from under-represented communities, including but not limited to those who identify as Black, Asian or from a minority ethnic background.



## Our Location



### The Robert Napier School

Third Avenue  
Gillingham  
Kent ME7 2LX

**Tel: 01634 851157**

Email:

[trns@robertnapier.org.uk](mailto:trns@robertnapier.org.uk)

[www.robertnapier.org.uk](http://www.robertnapier.org.uk)

<https://w3w.co/spirit.thus.since>

