



## Learning Support Assistant (SEN)

Contract Term	32.5 hours, term time only	Start Date	As soon as possible
Contract Type	Permanent and 1 year fixed term roles available	Closing Date	Thursday 30 November 2023
Salary	Grade 4 £24,294 - £26,421 FTE	Location	Totley Brook Road, Sheffield
Actual Salary	£18,354 - £19,961 (with under 5 years' service)		

### The school

King Egbert School is a highly successful school at the heart of Mercia Learning Trust. We pride ourselves on delivering an exceptional quality of education to learners from all backgrounds aged 11-18.

Our school is exceptionally strong - rated outstanding by Ofsted and has academic results that are consistently 'well above average'.

This is a truly comprehensive school serving both disadvantaged and highly affluent communities. We are committed to providing outstanding education for all in a safe, happy, and positive learning environment.

### The role

King Egbert School is seeking to appoint highly skilled and talented Learning Support Assistant (LSA) to work within our SEN team. Permanent and 1 year fixed term roles are available. Roles are 32.5 hours/39 weeks Grade 4, with a start as soon as possible.

The aim of these roles is to raise aspiration and attainment for a range of students, with a particular focus on those with SEN, by implementing work programmes with individuals/groups, in or out of the classroom.

### The candidate

Ambitious for learning and a team player, you will have the vision, enthusiasm, and drive to build on the strong foundations that already exist in the school. Innovative and resilient you will have an unwavering commitment to student progress.

The successful candidate will:-

Have the skills and experience to not only support students, but also to build relationships with staff and students in the wider school community to enhance tolerance, understanding and an inclusive attitude towards students with SEN.

Have the desire to develop a wide range of knowledge within all areas of the curriculum is imperative.



King Egbert School

Be able to work with parents and family carers  
Work successfully with colleagues from the named department  
Be well organised and flexible  
Be able to use own initiative and work independently

We are looking for staff who are enthusiastic and are keen to make a difference.

You'll be eager to learn and work well with others, and you'll bring vision, enthusiasm, and determination.

We are seeking candidates who are dedicated to serving a diverse community and bring with them experiences and viewpoints that will enhance our efforts.



## JOB DESCRIPTION

<b>Post Title:</b>	<b>Learning Support Assistant</b>  *This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
<b>Grade:</b>	<b>4</b>
<b>Hours/Weeks:</b>	<b>32.5 hours / 39 weeks per year</b>
<b>Responsible to:</b>	<b>SENDCO</b>
<b>Responsible for:</b>	<b>N/A</b>

**The post holder must at all times carry out his/her responsibilities within the spirit of Mercia Learning Trust and School policies and within the legislative framework applicable to academies**

Purpose of the role:

To work under the guidance of the SENDCO/teaching staff/senior staff and within an agreed system of supervision, to implement work programmes with individuals/ groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources.

### MAIN EMPLOYMENT DUTIES AND RESPONSIBILITIES

#### SUPPORT FOR STUDENTS

1. Use specialist (curricular/learning) skills/training/experience to support students
2. Assist with the plan, do, review cycle
3. Establish productive working relationships with students, acting as a role model and setting high expectations
4. Promote the inclusion and acceptance of all students within the classroom
5. Support students consistently whilst recognising and responding to their individual needs



6. Encourage students to interact and work co-operatively with others and engage all students in activities
7. Promote independence and employ strategies to recognise and reward achievement of self-reliance
8. Provide feedback to students in relation to progress and achievement
9. Deliver high quality intervention both in and out of the classroom setting

#### **SUPPORT FOR THE TEACHER**

1. Work with the teacher to establish an appropriate learning environment
2. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans as appropriate
3. Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
4. Provide objective and accurate feedback and reports as required, to the teacher on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
5. Be responsible for keeping and updating records as agreed with the teacher, contributing to reviews of systems/records as requested
6. Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
7. Liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed
8. Administer and assess routine tests and invigilate exams/tests
9. Provide general clerical/admin support, e.g. administer coursework, produce worksheets for agreed activities, etc.

#### **SUPPORT FOR THE CURRICULUM**

1. Implement agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs
2. Support the use of ICT in learning activities and develop students' competence and independence in its use
3. Help students to access learning activities through specialist support
4. Determine the need for, prepare and maintain general and specialist equipment and resources



## **SUPPORT FOR THE SCHOOL**

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the school
4. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the SENDCO, to support achievement and progress of students
5. Attend and participate in regular meetings
6. Participate in training and other learning activities as required
7. Recognise own strengths and areas of expertise and use these to advise and support others
8. Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
9. Undertake planned supervision of students' out of school hours learning activities
10. Supervise students on visits, trips and out of school activities as required
11. Any other related duties as they may arise.

## **WORKING ENVIRONMENT AND CONDITIONS OF THE POST**

- Due to the routine of schools and the terms and conditions of the sector, the workload may not be evenly spread throughout the year.
- In order to deliver the service effectively, a degree of flexibility is needed and the post holder may be required to do some evening work (time off in lieu will be given for such events), such duties, however, will fall within the scope of the post, at the appropriate grade.
- The post may be required to travel to and work within any school in Mercia Learning Trust.

## **GENERAL DUTIES**

- To contribute to whole school events as and when required.
- To ensure accurate records are securely maintained and held in accordance with General Data Protection Regulations (GDPR)/Data Protection Act 2018.
- Be aware of and support diversity, ensuring equal opportunities for all.
- Develop professional, constructive relationships with other agencies, schools and professionals.



- Participate in meetings, training and performance development as necessary.
- Recognise own strengths and areas of expertise using these to advise and support others.
- Be willing to undertake training and professional development as required of the post.
- Any other duties and responsibilities appropriate to the grade and role.

#### **PROMOTION OF TRUST VALUES**

- To contribute to the overall development of Mercia Learning Trust to ensure the Trust operates on the basis of shared and collective responsibility.
- To contribute to the overall ethos, work and aims of Mercia Learning Trust.
- To support and contribute to the Trust's commitment to safeguarding all students. All schools in Mercia Learning Trust are committed to safeguarding and promoting the welfare of children and young people. Therefore, all employees are expected to share this commitment.
- To be aware of the school's duty of care in relation to staff, students and visitors and to comply with all health and safety policies at all times.
- To be aware of and comply with the codes of conduct, regulations and policies of the School and its commitment to equal opportunities.
- All the above duties and responsibilities to be carried out in accordance with policies adopted by the School Governing Body and current legislation with an emphasis on Customer Care, Equal Opportunities, Data Protection and Health and Safety

This job description is current at the date indicated below but, in consultation with the post holder, it may be changed by the Headteacher/CEO to reflect or anticipate changes in the post commensurate with the grade or job title.

**Issue Date: September 2019**

#### **PERSON SPECIFICATION**

<b>Post Title:</b>	<b>Learning Support Assistant</b>
<b>Grade:</b>	<b>4</b>
<b>Hours/Weeks:</b>	<b>32.5 hours / 39 weeks per year</b>
<b>Responsible to:</b>	<b>SENDCO</b>



<b>Responsible for:</b>	<b>N/A</b>
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SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	<p>4 A*- C at GCSE (or equivalent/or experience) incl. English and Maths</p> <p>A' Level (or equivalent) in a relevant subject</p> <p>Knowledge, understanding and interest in SEND</p>	
Experience	<p>Experience in planning with the teacher/SENDCO and delivering relevant SEN interventions in a school setting</p> <p>Proven track record in raising standards and supporting student achievement</p> <p>Clear commitment to continuous school improvement</p> <p>Experience of working as part of a team</p>	<p>Experience of providing SEN intervention within a secondary school setting</p>
Knowledge/Skills (Ability to)	<p>*The ability to converse at ease with members of the public and students and provide advice in accurate spoken English is essential to this role</p> <p>Understanding of and commitment to inclusive education</p>	<p>Be able to develop and deliver CPD for other staff.</p>



	<p>An understanding of the desired outcomes of work in SEN</p> <p>An excellent communicator with strong interpersonal skills</p> <p>The effective use of ICT to deliver interventions in SEN</p>	
Personal Qualities	<p>Must be able to show evidence of an alignment with the values of the Mercia Learning Trust both in words and behaviours</p> <p>To be reliable, have the ability to work hard and be an effective team player</p> <p>Be able to manage a demanding workload, meet deadlines and give freely of your time</p> <p>A good sense of humour</p> <p>Attention to detail</p>	

## HOW TO APPLY

All candidates must complete the following application process.

- All applicants must submit a Trust application form. We do not accept CVs or Council Forms. The application form can be found under 'Careers' at [www.merciastrust.co.uk](http://www.merciastrust.co.uk)
- Email your completed application to [recruitment@merciatrust.co.uk](mailto:recruitment@merciatrust.co.uk) or post it to:

MLT Recruitment Team  
 Mercia Learning Trust  
 79 Glen Road  
 Sheffield, S7 1RB





## King Egbert School

After your application has been submitted:

- In all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.
- All applications that have been submitted via email will receive an email confirming receipt.
- An email and/or letter will be sent to shortlisted candidates with details of the interview process.
- If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Further information:

- Take a look at [www.merctrust.co.uk/careers](http://www.merctrust.co.uk/careers) for more on what it's like working for the trust, what we offer you, and what we're looking for.
- Should you require any additional information about the role or the school, or would like an informal discussion or out of hours visit, please contact us on 0114 235 3855 or [hliddell@ecgbert.sheffield.sch.uk](mailto:hliddell@ecgbert.sheffield.sch.uk).
- For more information about the application process, please email [recruitment@merctrust.co.uk](mailto:recruitment@merctrust.co.uk).

The closing date for applications is **Thursday 30 November 2023**

Interviews are expected to take place week commencing **4 December 2023**

### The small print

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. If you are shortlisted, your suitability to work with children will be explored, and this will include disclosing convictions. The information you disclose may be discussed with you during the interview.

The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

In accordance with DfE Keeping Children Safe in Education 2022, an online search will be completed on all shortlisted applicants prior to interview. Any relevant information will be discussed further with the applicant during the recruitment process.

We are an Equal Opportunities employer. Our staff are recruited and promoted on the basis of their merits and abilities and no job applicant or employee receives less favourable treatment on the grounds of racial group, origin or nationality, sex, disability, marital status, age, sexual orientation, political or religious beliefs or trade union activity. Please indicate whether there are any reasonable adjustments or access requirements you would need to help you to attend an interview. If you wish to discuss your requirements prior to submitting your form, please contact the Recruitment Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.