



Specialist Learning Support Assistant (Autism) Integrated Resource

Contract Type	32.5 hours, 39 weeks	Start Date	September 2024
Contract Term	Permanent	Closing Date	Wednesday 11 September 2024
Salary	Grade 5 £27,803 to £30,296 FTE	Interview Date	WC 16 September 2024
Actual Salary	£21,005 to £22,889 (with under 5 years' service)	Location	Totley Brook Road, Sheffield

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 two highly skilled and talented Specialist Learning Support Assistants (Autism) to join our Integrated Resource team. The posts will commence September 2024. One role is permanent and one role is fixed term for 1 year.

Working within an agreed framework of supervision and direction, the successful candidates will deliver high quality, personalised interventions both in and out of the classroom setting, maximising the progress of students within the Integrated Resource.

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.

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. You'll also be inventive and flexible. We are seeking candidates who are dedicated to serving a diverse community and bring with them experiences and viewpoints that will enhance our efforts.

The successful candidate will:

- Have experience of working with students with autism and related conditions



- Confidently use their knowledge and understanding of autism curriculum to support students through individual, small group and larger group interventions
- Be able to work with parents/carers and families, and establish productive working relationships with students, acting as a role model and setting high expectations
- Work successfully with colleagues from all subject areas
- Be well organised and flexible
- Be able to use own initiative and work independently

Additional information/informal discussion - mvincent@ecgbert.sheffield.sch.uk (Matthew Vincent - IR Co-Ordinator)



JOB DESCRIPTION

Post Title:	Specialist Learning Support Assistant (Autism) in the Integrated Resource * This post is a designated customer facing role under the fluency duty and requires a specified level of spoken English in the person specification
Grade:	5
Hours/Weeks:	32.5 hours 39 weeks per year
Responsible to:	IR Co-ordinator
Responsible for:	N/A

The post holder must at all times carry out his/her responsibilities within the spirit of School policies and within the framework of the Education Act 2002, and School Standards and Framework Act 1998 with particular regard to statutory responsibilities of the Governing Bodies of Schools.

PURPOSE OF THE JOB

To work under the direction of the IR co-ordinator and specifically to:

- Delivery of high quality intervention both in and out of the classroom setting
- Help support and maximise the progress of students within the Integrated Resource
- Work within an agreed framework of supervision and direction to complement/support the professional work of teachers by undertaking agreed learning activities, including supporting planning with the teacher, preparation and delivery. These activities can be for individuals/groups or whole classes on a short-term basis including contributing as agreed to the monitoring and assessment, recording and reporting on student achievement, progress and development.
- To deliver specific and personalised interventions to groups and individuals within the Integrated Resource.

MAIN EMPLOYMENT DUTIES AND RESPONSIBILITIES

- Use knowledge and understanding of autism curriculum to support the progress of students in the Integrated Resource through individual, small group and larger group intervention.
- Work, in collaboration with, or under the direction of the HoD, in partnership with the IR co-ordinator, with targeted students of all abilities and needs.



- Establish productive working relationships with students, acting as a role model and setting high expectations.
- In line with School/Trust policies, promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Support students with the development of social, communication and life skills through individual and small group intervention.
- Support access to work placements and experience
- Under the direction of their line manager / class teacher, provide feedback to students in relation to progress and achievement.
- Provide support in examination access arrangement provision.
- Provide support in the care of students with Autistic Spectrum Conditions.
- Use the Consistent Behaviour Model to establish and promote an appropriate learning environment.
- Under the direction of the IR Co-ordinator, deliver appropriate and personalised provision and intervention for students after school and during social times.
- Work under the direction of teachers to assist with lesson planning, evaluating and adjusting lessons/work plans as appropriate.
- Provide specific feedback and reports as required and agreed on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Liaise effectively with parents/carers as agreed with the line manager within the role and participate in meetings with parents/carers.
- Provide general clerical/administrative support e.g. administer coursework, produce resources etc.
- Implement agreed learning activities/teaching programmes, adjusting activities according to student needs.
- Help students to access learning through identified specialist support and intervention.
- Help determine the need for, prepare and maintain, general and specialist equipment and resources
- 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 as identified with Mercia Learning Trust's policies
- Understand the diversity of need and ensure all students have equal access to teaching and learning
- Contribute to the overall ethos and aims of the school
- Attend and participate in regular meetings of the Integrated Resource team and the wider school
- Participate in training and other learning activities as required
- 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 in school holiday periods for work outside of working hours 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 the 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 the 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: August 2024

PERSON SPECIFICATION

Post Title:	Specialist Learning Support Assistant (Autism) in the Integrated Resource
Grade:	5
Hours/Weeks:	32.5 hours/39 weeks per year
Responsible to:	IR Co-Ordinator
Responsible for:	N/A

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ Training	4 A*- C at GCSE (or equivalent/or experience) incl. English and Maths A' Level (or equivalent) in relevant subjects	A relevant degree or autism related qualification is desirable
Experience	Knowledge, understanding and interest in autism and related conditions	
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>An excellent communicator with strong interpersonal skills, which engage students, parents, staff, Governors and the wider community</p>	



	The ability to use technical resources and equipment appropriately	
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 – taking initiative, leading, supporting and inspiring the full range of stakeholders to achieve excellence</p> <p>Be able to manage a demanding workload, meet deadlines and give freely of your time</p> <p>A clear vision for achievement and inclusion including opportunities for learning outside the school day</p> <p>Resilient and optimistic – having a relentless focus on achieving the best for young people and being prepared to develop creative strategies to achieve this</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 an application form via <https://www.eteach.com/careers/merciatrust>
- We do not accept CVs or Council Forms.



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.
- 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.merciatrust.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 knewton@ecgbert.sheffield.sch.uk

- For more information about the application process, please email recruitment@merciatrust.co.uk.

The closing date for applications is **Wednesday 11 September 2024**

Interviews are provisionally scheduled for **week commencing 16 September 2024**

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.