

Specialist Learning Support Assistant (Autism)

Location	King Ecgbert School (Sheffield)
Salary FTE	Grade 5 £27,803 to £30,296
Actual salary	£21,005 to £22,889 (with under five years' service)
Contract term	32.5 hours per week, 39 weeks, permanent
Responsible to	Headteacher
Start date	As soon as possible
Closing date	Midnight Sunday 3 November 2024

The school

King Ecgbert 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 and are committed to providing outstanding education for all in a safe, happy and positive learning environment.

The role

King Ecgbert School is seeking to appoint a highly skilled and talented specialist learning support assistant (autism) to join our integrated resource team.

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 pupils 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 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 pupils 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, Integrated Resource Co-Ordinator)

Job description

Purpose

Support and maximise the progress of pupils within the integrated resource.

Main duties and responsibilities

- Use knowledge and understanding of autism curriculum to support the progress of pupils in the integrated resource through individual, small group and larger group intervention.
- Work in collaboration with head of departments and the integrated resource co-ordinator, to support targeted students.
- Establish productive working relationships with pupils, 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 pupils 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 and class teacher, provide feedback to pupils in relation to progress and achievement.
- Provide support in examination access arrangement provision.
- Provide support in the care of pupils with autistic spectrum conditions.
- Use the consistent behaviour model to establish and promote an appropriate learning environment.
- Under the direction of the integrated resource co-ordinator, deliver appropriate and personalised provision and intervention for pupils after school and during social times.
- Work under the direction of teachers to assist with lesson planning, evaluating and adjusting lessons or work plans as appropriate.
- Provide specific feedback and reports as required and agreed on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Liaise effectively with parents and carers as agreed with the line manager within the role and participate in meetings.
- Provide general clerical and administrative support, for example, administer coursework, produce resources etc.
- Implement agreed learning activities and teaching programmes, adjusting activities according to pupil need.
- Help pupils to access learning through identified specialist support and intervention.
- Help determine the need for, prepare and maintain, general and specialist equipment and resources.
- Understand the diversity of need and ensure all pupils have equal access to teaching and learning

General/other

- Attend and participate in relevant meetings and training as required.
- Contribute to the overall development of our school and Mercia Learning Trust, ensuring both operate because of shared and collective responsibility, including, contributing to trust partnership activities to drive school and trust improvement.
- 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.
- Be aware of and comply with the codes of conduct, regulations and policies of the school and its commitment to equal opportunities.
- Any other delegated roles as directed by the headteacher.

Issue Date: October 2024

This job description is current at the date as shown, but in conjunction with the post holder, may be changed by the co-headteachers to reflect or anticipate changes in the role which are commensurate with the grade and job title.

Person specification

Role: Specialist Learning Support Assistant (Autism)

Attributes	Essential	Desirable	Assessment
Qualifications and training	<ul style="list-style-type: none">• 4 A*- C at GCSE (or equivalent/or experience) incl. English and Maths• A Level (or equivalent) in relevant subjects	<ul style="list-style-type: none">• A relevant degree or autism related qualification is desirable	<ul style="list-style-type: none">• Application• Interview• References
Experience	<ul style="list-style-type: none">• Knowledge, understanding and interest in autism and related conditions		<ul style="list-style-type: none">• Application• Interview• References
Skills and knowledge	<ul style="list-style-type: none">• Strong communication skills• Effective organisational skills• Efficient record keeping• Ability to work positively as a member of a team• The ability to use technical resources and equipment appropriately		<ul style="list-style-type: none">• Application• Interview• References
Personal qualities	<ul style="list-style-type: none">• Strong moral purpose and drive for improvement• Flexible• Honest and reliable• High expectations which motivate and challenge pupils• Calm under pressure• Patient• Empathetic with young people• Team player• High personal and professional standards		<ul style="list-style-type: none">• Application• Interview• References

How to apply

- All candidates must complete the following application process:
 - 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 two 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 mvincent@ecgbert.sheffield.sch.uk
 - For more information about the application process, please email recruitment@merciatrust.co.uk
- The closing date for applications is **midnight Sunday 3 November 2024**.
- Interviews to take place **the week commencing 4 November 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 2024, 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 our recruitment team on 0114 349 4230.