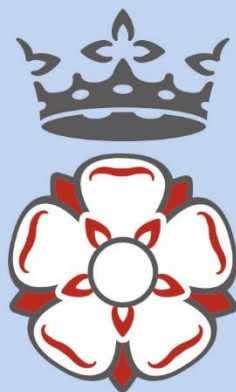


APPLICANT

PACK



KING ECBERT SCHOOL



Realising Potential. Transforming Lives.

Headteacher welcome / letter

Dear Applicant

King Ecgbert School is seeking two outstanding **Specialist Learning Support Assistants (LSA – Autism) to commence as soon as possible in the Autumn term 2023.**



The 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 proud of our diversity, with 20% of students disadvantaged, 30% EAL and 40% from BAME communities. The school leadership is motivated by social mobility, inclusiveness and a focus on vulnerable learners. We are looking for applicants who are committed to serving a diverse population and have experiences and perspectives that will enrich our work. The school is proud to offer one of Sheffield’s Integrated Resources for children with ASD. The sixth form is highly regarded for its record, not just of helping students access top Russell Group and Oxbridge Universities but also enabling students to be the first in their families to access Higher Education.

The school is proud to be at the heart of the Mercia Learning Trust that started with King Ecgbert School and now comprises 6 schools both primary and secondary across the south west of Sheffield. The Trust is led by its CEO, Chris French and all the schools benefit from an expert central services team.

The school is principally as strong as it is because highly qualified teachers teach excellent lessons with high expectations of all students in terms of attendance, behaviour, attitude and character. The teaching team are backed up by an exceptional team of support staff who are experts in their field.

The school was awarded the World Class Schools Quality Mark in 2017 and reaccruited in 2020 – the first school in the region to be nominated for and successfully achieve this accolade. This award enables the school to access a peer group of elite schools nationally. In 2023 we were awarded the Centre for Race, Educational & Decoloniality Anti-Racist School Award Bronze Status. We are proud to be the first school in the country to have met the criteria for this award.

When we make appointments we are looking to strengthen an outstanding team; working in such a high achieving school is demanding but the camaraderie of working together to achieve excellence makes it a very rewarding place to work. The school is committed to staff development and supporting the career progression of the ambitious and talented.

We look forward to receiving your application.

Paul Haigh, Headteacher, King Ecgbert School

Advert

Post: Specialist LSA (Autism)

Vacancy 1: Permanent, part time (26 hours per week/39 weeks per year)

Vacancy 2: Fixed Term 1 Year (32.5 hours per week/39 weeks per year)

School: King Egbert School

Salary: Grade 5 (£25,878–£28,371 pro rata)

Actual salary:

Vacancy 1: 26 hours £15,641 – £17,147 (with under 5 years' service)

Vacancy 2: 32.5 hours £19,551–£21,435 (with under 5 years' service)

Start Date: As soon as possible in the Autumn Term 2023.

Previous applicants need not apply.

We are delighted to offer the opportunity to join our successful, forward looking Integrated Resource team. We are looking for outstanding Specialist LSAs wanting to join a friendly team, which strives to give students with Autistic Spectrum Conditions an excellent, supportive and fun learning experience, whilst maintaining great outcomes. We are seeking to appoint LSAs with the skills and experience to not only support students who have a place in the Integrated Resource, 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 ASCs. The desire to develop a wide range of knowledge within all areas of the curriculum is imperative.

The aim of the role is to raise aspiration and attainment for students with Autism Spectrum Conditions through innovative and inspirational provision.

The successful candidate will:-

- Have a knowledge and understanding of Autism Spectrum Conditions
- Be able to work with parents, carers and families
- Work successfully with colleagues in the mainstream and the Integrated Resource
- Be well organised and flexible
- Be able to use own initiative and work independently
- Be creative and have a passion for supporting academic achievement for all
- A relevant degree (e.g. Psychology, SEND) or a specific qualification related to autism is desirable.

These positions offer an opportunity to shape and develop future provision and become part of a talented and resourceful specialist team.

At King Egbert School, we believe in and promote our **ERA** values:

Academic **E**xcellence for all

Showing **R**espect at all times

Having high **A**spirations and personal goals that go beyond our time in school

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

King Egbert School is a highly successful and Ofsted recognised 'Outstanding' school which provides a first class education for over 1300 students aged from 11 to 18. We are looking for staff who are enthusiastic and are keen to make a difference.

Mercia Learning Trust is a growing multi-academy trust which currently includes 3 secondary and 3 primary schools. Our mission is to provide an outstanding education for pupils from 2-18+. We are passionate that all our pupils should see their time at school as happy and fulfilling, with their potential developed to the utmost. Our approach is founded on partnership working, binding together our school, parents and their communities. We are currently looking to recruit an outstanding teacher with the ability to support the academic progress and wellbeing of all students.

We hope that our recruitment pack and website provides you with plenty of information about us. However, should you require any additional information, or would like an informal discussion please contact us on 0114 235 3855 or email mvincent@ecgbert.sheffield.sch.uk Matthew Vincent – IR Co-Ordinator

To apply please submit a Trust application form to recruitment@merciatrust.co.uk. Please note, we do not accept CVs or Council Application forms.

Closing date for applications is: Midnight Wednesday 20 September 2023

Interviews are provisionally scheduled for: Week commencing 25 September 2023

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:	Various/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

1. 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.
2. 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.
3. Establish productive working relationships with students, acting as a role model and setting high expectations.

4. In line with School/Trust policies, promote independence and employ strategies to recognise and reward achievement of self-reliance.
5. Support students with the development of social, communication and life skills through individual and small group intervention.
6. Support access to work placements and experience
7. Under the direction of their line manager / class teacher, provide feedback to students in relation to progress and achievement.
8. Provide support in examination access arrangement provision.
9. Provide support in the care of students with Autistic Spectrum Conditions.
10. Use the Consistent Behaviour Model to establish and promote an appropriate learning environment.
11. Under the direction of the IR Co-ordinator, deliver appropriate and personalised provision and intervention for students after school and during social times.
12. Work under the direction of teachers to assist with lesson planning, evaluating and adjusting lessons/work plans as appropriate.
13. Provide specific feedback and reports as required and agreed on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
14. Liaise effectively with parents/carers as agreed with the line manager within the role and participate in meetings with parents/carers.
15. Provide general clerical/administrative support e.g. administer coursework, produce resources etc.
16. Implement agreed learning activities/teaching programmes, adjusting activities according to student needs.
17. Help students to access learning through identified specialist support and intervention.
18. Help determine the need for, prepare and maintain, general and specialist equipment and resources
19. 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
20. Understand the diversity of need and ensure all students have equal access to teaching and learning
21. Contribute to the overall ethos and aims of the school
22. Attend and participate in regular meetings of the Integrated Resource team and the wider school
23. Participate in training and other learning activities as required
24. 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: Nov 2021

PERSON SPECIFICATION

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

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualifications/ 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
Experience	Knowledge, understanding and interest in autism and related conditions	

<p>Knowledge/Skills (Ability to)</p>	<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> <ul style="list-style-type: none"> • An excellent communicator with strong interpersonal skills, which engage students, parents, staff, Governors and the wider community • The ability to use technical resources and equipment appropriately 	
<p>Personal Qualities</p>	<ul style="list-style-type: none"> • Must be able to show evidence of an alignment with the values of the Mercia Learning Trust both in words and behaviours • 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 • Be able to manage a demanding workload, meet deadlines and give freely of your time • A clear vision for achievement and inclusion including opportunities for 	

	<p>learning outside the school day</p> <ul style="list-style-type: none">• Resilient and optimistic – having a relentless focus on achieving the best for young people and being prepared to develop creative strategies to achieve this• A good sense of humour• Attention to detail	
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The Application Process

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.merciatrust.co.uk
- Email your completed application to recruitment@merciatrust.co.uk or post it to:
MLT Recruitment Team
Mercia Learning Trust
79 Glen Road
Sheffield, S7 1RB

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.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 2353855 or email mvincent@ecgbert.sheffield.sch.uk Mathew Vincent – IR Co-Ordinator
- For more information about the application process, please email recruitment@merciatrust.co.uk.

Key dates:

- **Closing date: Midnight Wednesday 20 September 2023**
- **Interviews provisionally WC: 25 September 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.

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 Human Resources Team on 0114 349 4230. Alternatively, please give details on a separate sheet and return with your application form.