



Appointment Brief for Learning Support Assistant





Dear Applicant,

Thank you for your interest in joining our team. This is a brilliant place to innovate, make and learn. Elstree Screen Arts offers a unique education for students aged 14 to 19 specialising in the crafts, trades and technical disciplines that underpin the creative sector. We provide core academic education alongside technical, vocational learning designed to develop learners to be creative, innovative and reflective. We are also here to provide them with the necessary knowledge, skills and work experience to be employed in the film, TV and theatre industries, where there is currently a substantial skills shortage.

This is a creative college full of vitality and enthusiasm. Our students are a credit to us and our campus is new and well resourced. Our staff are passionate and industry credible. ESA benefits from leading academic and industry partners. We are a UK centre of Screen Excellence and we aim to be a nationally leading school specialising in creative and cultural education.

As a new college, we are still expanding and innovating. We currently have around 450 students on our role and expect to be around 600 in the next few years. The dynamism of our college and our pioneering specialism provides a rewarding challenge for an innovative and inspiring Learning Support Professional seeking to inspire and support our creative learners.

Our students are very engaged by the specialist education we provide here and the quality of student productions are often industry standard. We have our own student led media production company who take on legitimate briefs for industry clients. Our current showreel can be seen on our website - www.esaacademy.org.

ESA is a proud part of the Danes Educational Trust, more information about the Trust can be found [here](#).

We welcome and encourage prospective candidates to come and see us and get a feel for our college.

Thank you again for your interest in being a part of the team at Elstree Screen Arts Academy and working alongside our creative and curious learners.


Yours faithfully

A handwritten signature in black ink, appearing to read 'Chris Mitchell', with a horizontal line underneath.

Chris Mitchell
Principal



JOB DESCRIPTION



Job Title: Learning Support Assistant

Line Manager: Leader for Learner Breakthrough

Pay Range: £19,650 - £20,043 + £914 fringe allowance FTE (pro rata)


Actual Salary inc fringe allowance: £15,640.79 - £15,939.71

Work Pattern: 33 hours per week Term Time plus 5 INSET days


Core Purpose

To support students' learning and wellbeing, working directly with our Leader for Learner Breakthrough, and Assistant Principal for Pastoral and Inclusion.

Main duties and responsibilities



Working directly with our Leader for Learner Breakthrough, and Assistant Principal for Pastoral and Inclusion, and other experienced teaching professionals providing support and guidance, the successful candidate will:

- Support teaching and learning activities for particular students under the overall direction and supervision of a teacher, modifying and adapting activities as necessary
 - Assess, record and report on development, progress and attainment
 - Liaise with staff and other relevant professionals and provide information about pupils as appropriate
 - Use teaching and learning objectives to adjust lessons/work plans as appropriate within agreed systems of supervision
 - Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning
 - Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate
 - Develop and implement Individual Development Plans for pupils (such as Individual Educational Plans), including attendance at, and contribution to, reviews
 - Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress/achievement etc
 - Liaise with external agencies on a regular basis
- 

JOB DESCRIPTION Cont.



Our Vision

At the Danes Educational Trust we are committed to 'Making the Difference Together' sharing best practice and supporting each other to be the very best we can be.

Core Values

The post holder is expected to share our commitment to our core values:

- We value joy in working, teaching and learning together
- We encourage everyone within our Trust to feel optimistic about the future and how they can shape it
- We support all individuals in developing resilience to enable them to respond to change and grow as a result
- We value and support the wellbeing of all individuals who learn and work in our schools
- We provide equality of opportunity and experience for all
- We provide a safe and secure learning environment for all



JOB DESCRIPTION Cont.



Compliance

The post holder is required to be aware of and comply with policies and procedures relating to child protection; health and safety; confidentiality; and data protection and report all concerns to an appropriate person.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts.



Additional Information

All staff are required to participate in training and other learning activities and in performance management and development as required by the Trust's policies and practices.

This job description is a guide to the duties the post holder will be expected to undertake. It is not intended to be exhaustive or exclusive and will be subject to change as working requirements dictate and to meet the organisational requirements of the Trust.

Supervision/Job Context

The post holder is managed by the Leader for Learner Breakthrough.

Contacts

The post holder will work with all members of staff in the school and have contact with students, parents, advisors and other specialist visitors to the school.



PERSON SPECIFICATION

We are looking for ...

Knowledge, Experience and Training

Essential:

- NVQ level 2 in numeracy and literacy (or equivalent)
- Good knowledge of ICT (inc tools for planning, research, analysis & admin) and hardware (inc digital cameras, computers, email and internet)
- Ability to be a role-model to young people
- Willingness to learn and participate in a dynamic educational setting
- Ability to be able to plan and deliver intervention sessions 1-to-1 with students
- Excellent literacy and communication skills
- A natural aptitude to model the Trust's core behaviours – 'We display transparency, kindness and respect in all our interactions with others, and support each other in all our endeavours. We are tenacious in our desire to make the difference together'

Desirable:

- An area of interest or skill in line with our specialism is desirable but not essential
- Graduate degree in a relevant subject
- Knowledge/experience of working 1-1 with students with special educational needs would be highly desirable
- Knowledge/experience of working with ASD and ADHD would be highly desirable
- Working with students who have Education and Health Care Plans
- Good understanding of statutory and non-statutory frameworks for school curriculum
- Good understanding of SEN code of practice and disabilities legislation



SCHOOL SUMMARY

Elstree Screen Arts has a firm commitment to cultural education. The principal is a graduate of the Leaders for Impact Programme and has established the school as a leader in creative education. Now beginning its 9th year, ESA has developed a specialist curriculum that has seen alumni secure employment at world leading creative institutions including Elstree Film Studios, Netflix, Universal, BBC, Panavision and LifeCast.

The campus is equipped with two sound stages as well as editing facilities, audio studios, makeup and costume suites, a workshop for set and props, art and photography workspaces and its own cinema. The idea behind the school's design and function is to facilitate collaboration and creative thinking.

Our core facilities include science labs, digital IT and computing rooms, English and maths classrooms, a dance studio and outdoor sports pitch.

In addition to academic study and technical skills training, ESA delivers a character curriculum focussing on the 7Cs - Confidence, Collaboration, Curiosity, Communication, Creativity, Commitment and Craftship. These vital qualities of character are in all we do and are vital to helping our learners and makers become resilient, reflective and reliable creatives.

ESA has a specific emphasis on increasing access and opportunity for all young people whatever their background in order to open up doors into the creative industries for young people currently under represented in the sector. In 2021, ESA was designated as a UK centre of Screen Excellence and is working with ScreenSkills, the BFI and the NFTS to deliver a new traineeship to post 16 learners - providing vital on-set work placements in production, prop, set, light, makeup, costume and grip. Essential to our work are our partnerships and we are fortunate to work with some of the best in the business including Sky, BBC, MOBO Awards, Elstree Studios, Royal Opera House and the National Portrait Gallery.

Further details about Elstree Screen Arts Academy may be found on our [website](#). Enquiries by telephone and email are welcome.



BENEFITS

We can offer a range of benefits including:

- Children of staff are admitted under criterion 2 of the secondary transfer admission arrangements, after two years' service
- Exceptional CPD opportunities
- Study Assistance Programme
- Comprehensive Employee Assistance Programme
- Membership of the Local Government Pension Scheme
- Career development opportunities within an expanding Multi-Academy Trust
- Opportunities to expand your professional networks through the Trust's external partnerships e.g. Science Learning Partnership, Challenge Partners
- £250 New Employee Referral Scheme (i.e. finder's fee) for any qualifying positions that you refer the successful candidate for
- Cycle to Work Scheme
- Occupational Health and an onsite Counsellor
- Free flu jabs
- Free parking
- Staff Committee that organise regular social events





Becoming part of the team at the Danes Educational Trust will give you an opportunity to make a difference to the educational outcomes of young people in Hertfordshire, whilst providing you with an opportunity to pursue your passion for education.

In the last year, we have expanded to be a Trust of nine schools: St Clement Danes School, Croxley Danes School, Chancellor’s School, Onslow St Audrey’s School, De Havilland Primary School, Elstree Screen Arts, Ascot Road Primary School, Lanchester Primary School, Jupiter Primary School and we have more schools in the pipeline. Schools maintain their own individual cultures and relationships with their community and networks, but align through key educational policies and school improvement strategies, and crucially align with respect to the Trust’s vision and core values.

You will be part of a Trust that develops optimistic, resilient learners and valued, empowered staff. We collaborate with local, national and global partnerships to achieve our vision of ‘Making the Difference Together’ and consider our core values to be at the heart of what makes our Trust unique:

- We value **joy** in working, teaching and learning together
- We encourage everyone within our Trust to feel **optimistic** about the future and how they can shape it
- We support all individuals in developing **resilience** to enable them to respond to change and grow as a result
- We value and support the **wellbeing** of all individuals who learn and work in our schools
- We provide **equality** of opportunity and experience for all
- We provide a **safe** and secure learning environment for all





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DANES EDUCATIONAL TRUST