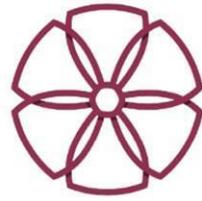




King
Ecgbert
School



Mercia
Learning Trust



Specialist Learning Support Assistant (Autism) working within the Integrated Resource

32.5 hours, 39 weeks per year

Grade 5 (23,541-£25,991 pro rota)

Fixed term for 1 year

Recruitment Pack

Contents

Information about the Mercia Learning Trust

Letter from the Headteacher

Advert

Job Description/Person Specification

The Application Process



THE MERCIA LEARNING TRUST

The Mercia Learning Trust, established in January 2014, currently comprises: King Egbert School, Newfield School, Mercia School, Tolley Primary School, Valley Park Community Primary School and The Nether Edge Primary School.

The mission of the Trust is to provide an outstanding education for students from 0-19. We are passionate that all our students 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 schools, parents and their communities.

At all Mercia Learning Trust schools our students will benefit from:

- A fully inclusive approach, maximising the attainment and achievement of every student
- A broad and balanced curriculum, with high quality teaching that responds to individual needs
- Promotion of resilience and self-reliance in our learners, thus enabling them to meet the challenges and opportunities of the changing world
- Support to develop and maintain positive well-being in all aspects of life
- High standards of orderly behaviour rooted in strong moral values
- Continual investment in the professional development of all our staff, as the foundation of our offer to student

For more information, please visit our website: <http://www.mercialearningtrust.co.uk>

**Thank you for your interest in Mercia Learning Trust,
Mr Philip Smith, Director of Mercia Learning Trust & Chair of MLT Board**





King
Egbert
School

King Egbert School
Totley Brook Road
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Sheffield
S17 3QU

0114 235 3855)

enquiries@ecgbert.sheffield.sch.uk ✉

www.ecgbert.sheffield.sch.uk 🌐

Headteacher: Mr Paul Haigh
Chair of Governors: Mrs Karen Milbourn

Letter from the Headteacher

Dear Applicant

King Egbert School is seeking a Specialist Learning Support Assistant to work in our renowned Integrated Resource Unit.

The school is exceptionally strong- rated outstanding by Ofsted, has academic results that are consistently 'well above average'. This is a truly comprehensive school with 20% of students disadvantaged, 30% EAL and 40% from BAME communities but also serving a highly affluent suburb. The school leadership is motivated by social mobility, inclusiveness and a focus on vulnerable learners. The school is proud to offer one of Sheffield's Integrated Resources for children on the ASC spectrum. 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 Egbert 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. 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.

The school was awarded the World Class Schools Quality Mark in 2017 and reaccredited 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.

We look forward to receiving your application.

Paul Haigh
Headteacher
King Egbert School

Advert

Specialist Learning Support Assistant (Autism) working within the Integrated Resource – 32.5 hours per week, Term time only. Grade 5.

Commencement Date: September 2021. Fixed Term for 1 year.

The Governors of King Egbert School are seeking to appoint a specialist Learning Support Assistant to commence September 2021 in this outstanding, system leading school at the heart of the Mercia Learning Trust.

We are delighted to offer the opportunity to join our successful, forward looking Integrated Resource team. We are looking for an outstanding Specialist LSA 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 an LSA 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.

Whilst the contract is fixed term, applications are welcome from candidates looking to use the role to gain experience before progressing to another role such as trainee teacher. We also provide initial teacher training.

King Egbert School is part of a successful academy trust (Mercia Learning Trust); this allows opportunities to work with other successful departments and leading professionals to constantly improve staff through specific and focused CPD.

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 fevans2@ecgbert.sheffield.sch.uk

To apply, please complete the application form included within this application pack.

The Mercia Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all of our staff and volunteers to share this commitment. We require the successful applicant to undertake an enhanced criminal records check via the Disclosure and Barring Service.

Closing date for applications is: Midday on 28 June 2021

Interviews are provisionally scheduled for: Week commencing 5 July 2021

Details for the post of:

Specialist Learning Support Assistant (Autism) in the Integrated Resource

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 students from 0-19. We are passionate that all our students 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 a specialist LSA with a specialism in Autism to work within our Integrated Resource team at King Egbert School.

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.

This position offers an opportunity to shape and develop future provision and become part of a talented and resourceful specialist team. Whilst the contract is permanent, applications are welcome from candidates looking to use the role to gain experience before progressing to another role such as trainee teacher. We also provide initial teacher training.

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.

JOB DESCRIPTION FOR POST OF:**Specialist Learning Support Assistant (Autism) in the Integrated Resource****SPECIFIC DUTIES AND RESPONSIBILITIES**

The postholder must at all times carry out his/her duties and responsibilities within the spirit of the Trust's Policies and adhering to legislation which applies to academies.

PLACE OF WORK	King Egbert School
POST TITLE	Specialist Learning Support Assistant (Autism) in the Integrated Resource
GRADE	Grade 5
RESPONSIBLE TO	IR Co-ordinator

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.

Footnotes:

- (i) The above details are not exhaustive and the postholder may be required to undertake tasks, roles, and responsibilities as may reasonably be assigned to him/her by SLT.
- (ii) This job description may be reviewed at any time via consultation between the governing body and/or SLT Representatives and the postholder as may be necessary and appropriate to the needs of the school.

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.

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

ISSUE DATE: June 2021



PERSON SPECIFICATION

Post Title:	Specialist LSA (IR) *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:	Grade 5
Responsible to:	IR Co-ordinator

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	<ul style="list-style-type: none"> • 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> <ul style="list-style-type: none"> • An excellent communicator with strong interpersonal 	

	<p>skills, which engage students, parents, staff, Governors and the wider community</p> <ul style="list-style-type: none"> • 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 learning outside the school day • 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 	

The Application Process

All details, including the Job Advert, Application Form and Job Description can be found within this pack or on our school website; www.ecgbert.sheffield.sch.uk

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/visit, please contact us on 0114 235 3855 or email fevans2@ecgbert.sheffield.sch.uk

To apply, please email your completed application to recruitment@merciatrust.co.uk or send it by post to:

Abigail Eaton
Mercia Learning Trust
79 Glen Road
Sheffield
S7 1RB

Please note that we do not accept CVs - applicants must submit an application form.

Please also note that 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 electronically 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.

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. 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.