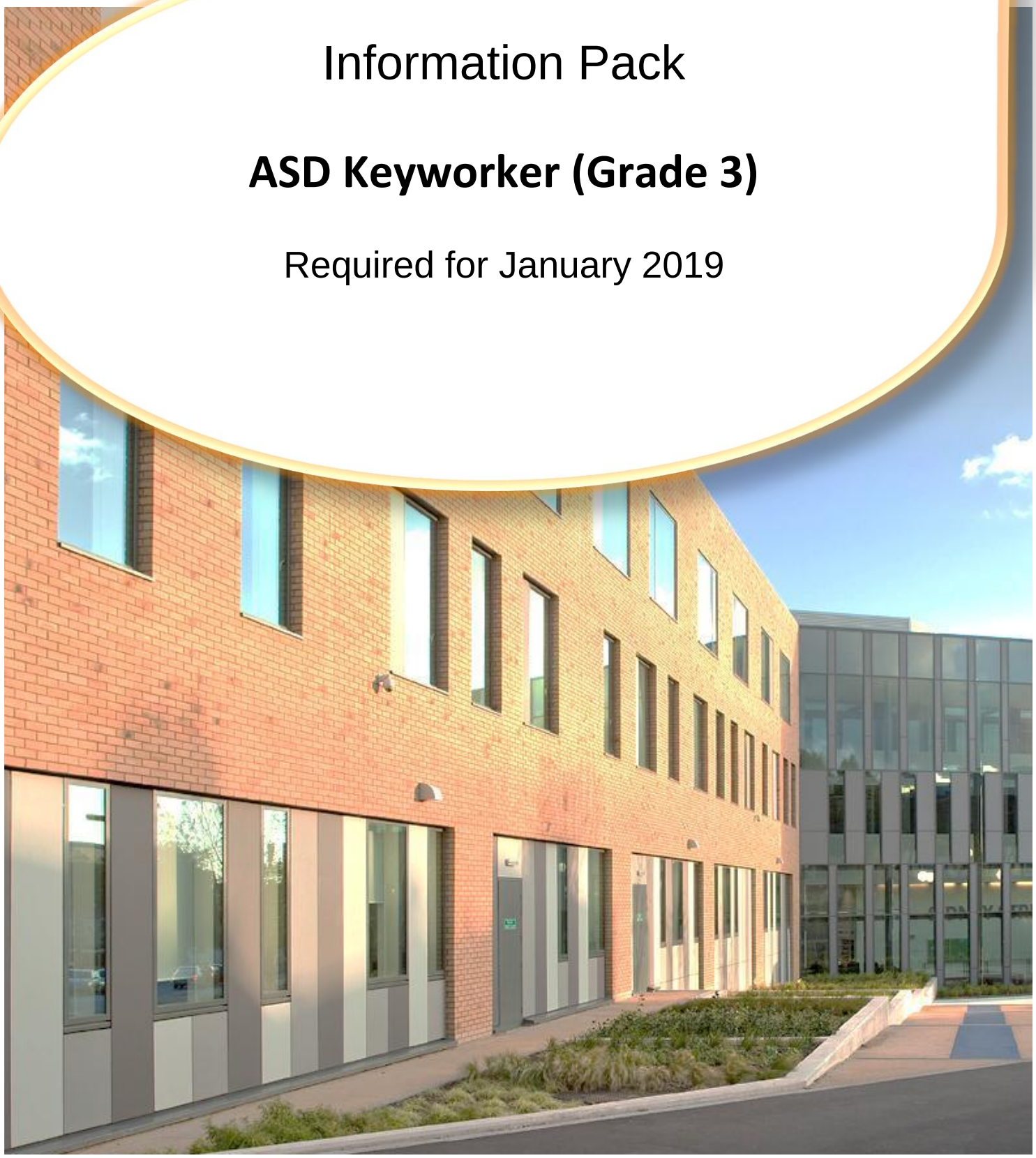
Sidney Stringer Academy

Sidney Stringer Multi Academy Trust

# Information Pack

## ASD Keyworker (Grade 3)

Required for January 2019



Sidney Stringer Multi Academy Trust

Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.




All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



## Learning Support

You will be part of a large learning support team and will work closely with members of this team as well as with teachers in departments. You will also be expected to be a co- tutor, which means that you will provide support to a form tutor and belong to one of our five houses.

This could be a fantastic opportunity for someone who wants to consider a career in teaching. Many of our Learning Support Assistants in recent years have gone on to do PGCE or schools direct courses and have found their experience as a Learning Support assistant invaluable. We are also the lead for the Coventry SCITT (School Centre for Initial Teacher Training) so if teaching is somehting you would like to persue Sidney Stringer Academy is definitely the best place to be (please see the SCITT website for further informaton).

You will be providing a considerable amount of support in the learning support base and will be expected to work independently with small groups and plan and prepare for this. You will need to have good behaviour management skills or the ability to develop them.



# Why work at Sidney Stringer:

- **100% attendance - 1 day off following year**
- **Staff Development- new leadership challenge programme and subsidies for Masters' degree courses**



- **Free tea and coffee**
- **Social committee with subsidised events**
- **Occupational health and counselling support**
- **£50 a day for taking trips at weekends/ Holidays**



- **Cycle Scheme**
- **Childcare Voucher Scheme**
- **Free parking**
- **Free Flu jabs**
- **Long service awards**

# JOB DESCRIPTION – ASD Keyworker

*Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.*

**Responsible to:** Learning Support
**Grade:** 3
**Hours:** 35 hours per week
Monday – Friday 8.30 – 4.00pm

**Generic Roles and Responsibilities of ALL teaching Assistants:**

**Support for Students:**

- to promote the inclusion, health and well-being of all students
- to attend to the student's personal needs raising concerns surrounding social, health, physical, hygiene, first aid and welfare matters as necessary.
- to supervise and support pupils ensuring their safety and access to learning
- to establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs
- to encourage students to interact with each other and engage in learning activities
- to encourage students to act independently as appropriate

**Support for the Teacher:**

- to prepare classrooms as directed for lessons, clear afterwards and assist with the display of pupils' work
- to be aware of pupil problems/progress/achievements and report to the teacher as agreed
- to undertake pupil record keeping as requested
- to support the teacher in managing pupil behaviour, reporting difficulties as appropriate
- to administer routine tests and undertake routine marking of pupils' work
- to gather/report information from/to parents/carers as directed
- to provide clerical/admin. support e.g. photocopying, typing and filing as appropriate.

**Support for the Curriculum:**

- to support pupils to understand and carry out instructions
- to support pupils in respect of local and national learning strategies e.g. literacy, numeracy, KS3 or KS4, as directed by the teacher
- to support pupils in using basic ICT as directed
- to prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use
- to produce and use resources that support the needs of individuals or groups within the class

**Support for the School:**

- to contribute to the overall ethos/work/aims of the school
- to 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
- to be aware of and support diversity and ensure all pupils have equal access to opportunities to learn and develop
- to appreciate and support the role of other professionals
- to participate in training, other learning activities and performance development as required
- to be punctual and work the required number of hours as stated on individual contracts
- to attend relevant meetings as required including pastoral, directorate, departmental and whole school meetings
- to translate as required by the Head of Learning Support/ House Heads or Assistant Head: World Languages.
- to accompany teaching staff and pupils on visits, trips and out of school activities as required

**Specific to this role:**

- To complement the work of mainstream teachers by taking responsibility for the planning, preparation and delivery of specific learning activities for identified individuals/groups under an agreed system of supervision.
- To deliver a social skills programme to individuals or small groups of students.
- To support students with identifying the reasons for their behaviour and providing strategies for both staff and students that can help manage any negative behaviour.
- To support specific individuals with behaviour or other SEND needs. This could be 1:1, small group or mainstream class support.
- To provide advice to staff regarding specific individuals and how best to support them.
- To support with the running and organising of lunchtime and afterschool activities.
- To support with observations and sensory surveys of students who are identified as potentially having ASD – training can be provided
- To support with the preparation of students for meetings they attend e.g. careers, EP etc
- To implement ASD strategies for students both on placement and in mainstream lessons
- To support, track and monitor students identified as having ASD or are awaiting a diagnosis of ASD
- To complete all necessary administrative tasks
- To take on other linked responsibilities as requested by the HOF

**Safeguarding**

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

**Rehabilitation of Offenders Act 1974**

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

**Health and Safety**

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

**Confidentiality and Data Protection**

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

**Equality and Diversity**

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

**Training and Development**

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own

continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

*This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.*

*This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.*

***Job Description Reviewed By: C.Turpin (November 2018)***

Sidney Stringer Academy

# ASD Keyworker

Grade 3 - £14,034 - £15,421 pa (actual salary)
35 hours per week - Monday to Friday 8.30am to 4.00pm.
Term time only plus 5 days
Required for January 2019

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary Free school and Sidney Stringer Academy.

We are looking to appoint a Learning Support Assistant to join our Learning Support Team. As a ASD Keyworker you will be responsible for working with small groups of students in the Learning support area as well as some in class support. You will also working closely with individual students to ensure they make better than expected progress.

If you would like further information or to discuss the post in more detail then please contact

Anna Hickinbottom (Head of Learning Support) – ahickinbottom.staff@sidneystringeracademy.org.uk

## How to apply

If you are ambitious for yourself and want to be part of a great team at this really exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website: *www.sidneystringeracademy.org.uk*

Please return completed application forms to Ghausia Bhatti Admin Assistant in HR - **gbhatti.staff@sidneystringeracademy.org.uk** [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

**Closing date: Thursday 22 November 2018 at 12 noon**

Interview date : to be confirmed

We look forward to receiving your completed application form.

*Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.*