SEARCH Education Trust

Strong, Sustainable, Successful Schools

Job Pack

Learning Support Assistant

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June 2024

Dear Applicant,

I am delighted that you have chosen to apply for a post with SEARCH Education Trust. We are a family of schools focused on positively transforming the lives of our students! We believe passionately in the power of 'stronger together'.

The SEARCH Education Trust is founded upon the following principles:

- **Subsidiarity** - the Central Trust performs only those functions which are better undertaken together to improve quality, efficiency and sustainability;
- **Empowerment** – of schools and young people to overcome the disadvantages resulting from background, personal circumstances or characteristics; helping them to become leaders and courageous advocates of justice, fairness and equity;
- **Autonomy** – which is aligned and accountable within a framework of shared understanding and which balances freedom and independence, with unity of purpose;
- **Resilience** – the ability to adapt and recover quickly from challenging situations and see problems as opportunities to build something better;
- **Community** – a focus on people working together for the good of each other, celebrating difference and diversity and seeing the humanity which unites us all;
- **Honesty** - the quality of being open and transparent which enables good listening, fosters mutual trust and supports good decision making.

This form part of our SEARCH vision which is at the heart of our community, provides a space within the wider education system where schools can come to work together, to grow and flourish.

I have been a proud member of the trust for 14 years and am excited to now have the privilege of leading our group of strengthening and growing schools.

Choosing the SEARCH Education Trust means making the choice to be part of an evolving, ambitious and supportive Trust where you are valued, encouraged and can develop your talents whatever they may be and be looked after in your journey. We look forward to receiving your application.



Yours Faithfully

Mrs Elen Roberts
Executive Headteacher
For and on behalf of SEARCH Education Trust

Job description

Post	Learning Support Assistant
Grade	Scale 4/5 – £27,855 to £31,440 pro rata, actual salary £21,101.05 to £23,816.81
Contract	Permanent
Hours	30 hours a week , 40 weeks per year (term time only)

Purpose

We require dedicated, talented and energetic Learning Support Assistants to work at Heartlands High School.

At present 16% of students at Heartlands are on the SEND register and we have 60 children with Education and Health Care Plans.

Our aim is to support and nurture young people with additional needs, so they fulfil their potential and enjoy their time at Heartlands.

We welcome candidates with focused subject knowledge as well as those with knowledge of special educational needs and disabilities (SEND).

The Heartlands High School motto is SEARCH for Success, and we would welcome a candidate who is able to promote these steps to success:

School Matters
Effort
Achievement
Responsibility
Character
High Aspirations

Main Activities and Responsibilities

- Supporting students with special educational needs and disabilities to ensure their inclusion in the classroom and the wider school community

- Contributing to the learning and motivation of all students
- Building positive relationships with students
- Promoting inclusion in the school
- Ensuring that students are suitably challenged
- Developing and maintaining effective relationships with parents/carers
- Working to meet the learning and emotional needs of students
- Working as key worker under the direction of your line manager
- Promoting positive student behaviour, helping to resolve conflict and encourage responsibility
- Supporting and complying with school policies on safeguarding
- Providing high quality and flexible support, including on school trips.
- Updating students' success passports on a half termly basis
- Attending annual reviews in your capacity as key worker
- Participating in staff meetings/training
- Supporting students with their examination access arrangements e.g., scribing
- Supporting students with their personal care - as required

Key Organisational Objectives

The postholder will contribute to the SET objectives in service delivery by:

- Acting upon the Health and Safety requirements and initiatives as directed.
- Ensuring compliance with Data Protection legislation.
- At all times operating within the Trust's Equalities policies, demonstrating commitment and contribution to improving standards of attainment.
- Adopting Customer Care and Quality initiatives.
- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned.

Safeguarding Children

SET is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

Conditions of Service

Governed by the National Agreement on Pay and Conditions of Service, supplemented by local conditions as agreed by the Trust.

Special Conditions of Service

Because of the nature of the post, candidates are not entitled to withhold information regarding convictions by virtue of the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975 as amended. Candidates are required to give details of any convictions and are expected to disclose such information at the appointment interview.

Because this post allows substantial access to children, candidates are required to comply with departmental procedures in relation to Police checks. If candidates are successful in their application, prior to taking up post they will be required to give written permission to the Department to ascertain details from the Metropolitan Police regarding any convictions against them and, as appropriate, the nature of such convictions.

This role is covered under Part Seven of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the Trust Equalities policies.

Date signed: ……..

Signature of postholder: ……..

Name of postholder: ……..

Person specification

	Essential	Desirable
Qualifications		
A good general education	✔	
Good literacy and numeracy skills and qualifications	✔	
Experience		
Evidence of having worked with children in some capacity; this could be as a parent/carer	✔	
Relevant work experience in a similar environment.		✔
Experience of working with children with SEND, preferably at secondary school age.		✔
Skills		
Personal		
Ability to assess learning and learning needs of individuals and groups of children	✔	
Ability to lead, develop and evaluate specific learning activities with individuals and groups	✔	
Ability to develop the learning environment and learning resources to enhance pupil progress	✔	
Understanding of the planning and review processes for pupils.	✔	
A positive interest in working with children (especially those with SEND)	✔	
Ability to get the best out of children.	✔	
A sense of humour.	✔	
Adaptability.	✔	
Able to work on your own and as part of a team.	✔	
A clear communicator	✔	
Ability to work calmly and with patience.	✔	
Positive attitude to personal development and training	✔	
First aid training or the willingness to undertake it	✔	
Manual handling and personal care qualifications, or the willingness to undertake training to support students with such needs	✔	
Relations		

Ability to build good working relationships with a range of colleagues	✔	
IT Skills		
Ability to use ICT and technology to support learning and administrative tasks	✔	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	✔	
Clear understanding and respect for confidentiality and safeguarding	✔	
Evidence of the stamina required to cope with the demands of the post.	✔	

Heartlands High School, part of the SEARCH Education Trust, is committed to safeguarding and promoting the welfare of our students and young people. The successful applicant will therefore be required to complete checks in line with the requirements of Keeping Children Safe in Education with regard to DBS and other pre-employment checks.

We encourage applications from all sectors of the community to reflect our diverse student population.

Learning Support Assistant

Closing Date: 2nd September 2024 at 9am

Interview Date: TBC

Salary : Scale 4/5 – £27,855 to £31,440 pro rata, actual salary £21,101.05 to £23,816.81

Location: Haringey

We can offer you

- A very positive working environment
- The support of a highly committed and professional staff team
- Exceptional professional development opportunities
- Collaborative colleagues

We are driven by ambition: a clear desire to deliver results as we combine our strong ethos and culture. We're also committed to providing first-rate training and development to all our teaching staff and support staff, plus excellent career advancement opportunities within this evolving Trust. You'll find high expectations here too. We expect the kind of exemplary behaviour that allows our teachers to do their jobs as effectively as they can.

Heartlands High School is oversubscribed and a first-choice school for parents and students in the local community. Our intake is diverse and is a true reflection of the community that we serve. Our ethos is captured in the acronym SEARCH; School Matters, Effort, Achievement, Character and High Aspirations. These values drive all we do and are core to our success. Our aspirations for this community are high and we want our students to have access to the very best education.

For further information, please contact the PA to the SLT and HR Admin Sophia Butler Sophia.Butler@heartlands.haringey.sch.uk.

If this role is of interest to you and you can contribute to our future success, then we would like to hear from you.

Completed application forms should be submitted on TES by 9am on Monday 2nd September 2024. Interview date TBC.

NB: Please note that in line with the new Keeping Children Safe in Education updates, an online search will be conducted as part of our due diligence checks on all shortlisted candidates. CVs or incomplete application forms will not be considered. Only those that are shortlisted will be contacted by the school. Applications may be considered whilst the posts are being advertised. Search Education Trust reserves the right to close adverts earlier than the stated deadline. We advise early applications are submitted.