



**HEARTLANDS**  
COMMUNITY TRUST

Search Education Trust trading as Heartlands Community Trust

# **Job Pack**

## **Learning Support Assistant**



Search Education Trust trading as Heartlands Community Trust

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Search Education Trust trading as Heartlands Community Trust

November 2021

Dear Applicant,

I am delighted that you have chosen to apply for a post with SEARCH Education Trust (trading as Heartlands Community Trust).

The SEARCH Education Trust is founded upon the importance of providing an excellent education for all our young people so they can live happy, successful lives making a positive difference within the community. Our intent is to grow strong, sustainable and successful school communities which: **Stretch** the imaginations of learners and teachers through an inspirational curriculum, and strategies for teaching and learning; **Empower** young people to be entrepreneurial and creative leaders of the future; **Aspire** for young people to discover how they can be the best they can be; **Reach** out to everyone, celebrate diversity, and leave no one behind; **Collaborate** to develop a community of shared practice and effective partnerships for school improvement; **Help** and support our learners, staff and families to have a voice in the community; to be actively involved, happy, safe, resilient and healthy.

We call this our SEARCH Vision and these values and ideals, which are at the heart of our community, provide a space within the wider education system where schools can come to work together, to grow and flourish. We believe passionately in the power of 'stronger together', of what can be achieved when schools collaborate, particularly within the context of a multi-academy trust. We can harness a source of energy and power to the advantage of each and every school member, through shared values, mutual learning, and the provision of high quality services.

We also work by our SEARCH principles. We work **for Children and for Schools** and we run on the principle of **by Schools for Schools** listening to the needs of each local school and its leadership in order to create excellent educational provision and **success for all**. The key principles are: **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.

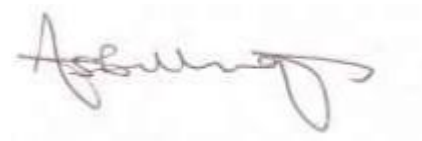
Together our SEARCH Vision and Principles enable us to focus on what really matters, that is continual school improvement, which is achieved through nurturing effective partnerships, school- to-school support, innovation in teaching, learning and the curriculum, and providing excellent opportunities for staff development. All our Trust Services are directed toward helping our schools to give our young people the best possible opportunities to learn, grow, flourish and be successful within the context of strong school communities.

I am proud to be CEO of this trust and I extend a warm welcome to all those who are attracted to the intent, vision and principles of our Trust. We have built the capacity and space for everyone to thrive – our children, our staff and our schools.

This is an exciting time to join our trust as we look towards the next stage of our growth and development. We are always looking for like-minded individuals to join us on our journey.

Making the choice to work for 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. We look forward to receiving your application.

Yours Faithfully

A handwritten signature in dark ink, appearing to read 'Anthony Billings', written in a cursive style.

Anthony Billings - BA (Hons), PGCE, MA, NPQH Chief Executive Officer

## Job description

<b>Post</b>	Learning Support Assistant
<b>Grade</b>	Scale 4/5 depending on qualifications £22,995 to £26,520 Pro rata Actual salary £17,419 to £20,089
<b>Contract</b>	Permanent
<b>Hours</b>	30 hours a week , 40 weeks per year (term time only)
<b>Responsible to</b>	SENDCO

### Purpose

We require dedicated, talented and energetic Learning Support Assistants to work at Heartlands High School. The posts will be based within the SEND Department with opportunities to work directly in subject areas as appropriate.

For parents with students who have Special Educational Needs we are the most popular school in Haringey. Currently approximately 12% of students at Heartlands are on the SEN register and we have approximately 60 children with Education and Health Care Plans with a range of needs including ASD, ADHD, global learning difficulties, SEMH, physical and speech and language needs.

Our aim is to support the needs of all students to enable them to access the curriculum. We welcome candidates with focused subject knowledge as well as those with a SEND background. There will be good opportunities for developing the right candidate's career at the school through a thorough training programme.

### Principal Accountabilities

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

Please note that there is flexibility in the approach to achieving our shared vision for this school and that the above specification is not definitive.

### Main Activities and Responsibilities

**The role will be adapted to suit the talents and interests of the successful candidates, but will include:**

- supporting students with special educational needs, EMTAG and EAL, or who are gifted and talented, Looked After, vulnerable or underachieving; and to ensure their inclusion in the classroom and school community

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- contributing to the learning and motivation of all students
- building excellent relationships with students and work with teachers to meet their individual needs
- promoting inclusion in the school
- ensuring that students are challenged and encouraged to engage in school and aim high
- developing and maintaining excellent relationships with parents and carers to ensure that students are fully supported and able to enjoy and achieve
- working to meet the learning and behavioural needs of students, including developing individual and small group interventions and nurture groups
- supporting and advising teachers in planning strategies to include students
- promoting good student behaviour, helping to resolve conflict and encourage responsibility
- liaising with and supporting appropriate staff inside and outside the school to help support students
- undertaking duties, such as clerical and support work, supervision and invigilation, to support the work of the school where needed
- supporting and complying with school policies on Safeguarding
- provide high quality and flexible support, including on school trips and off site learning.
- provide support to ensure that the whole school provides a safe and healthy environment
- leading specific learning activities, such as Beyond Words, Precision Teaching with individuals or small groups
- contribute towards the planning and preparation of learning activities
- liaise with specialist services on behalf of individual pupils e.g. Educational Psychologist, Speech Therapists
- take responsibility for leading, delivering and evaluating one agreed activity for individuals or groups requiring a different learning approach
- enhance delivery through the use of appropriate skills to make the best of ICT
- take responsibility for the design, delivery and evaluation of student records i.e. Success Plans
- attend and contribute towards Annual Reviews and EHCP.
- provide feedback on learning activities to support the development and review of a the Learning Support development plan
- organise the environment and develop appropriate classroom resources as required
- contribute to behaviour management within the school and take charge of situations to allow the teacher to focus on T&L with others
- attend and actively participate in staff meetings

#### **Key Organisational Objectives**

- The postholder will contribute to the HCT objectives in service delivery by:
- Enactment of 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.



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### **Safeguarding Children**

HCT 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 7 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
<b>Qualifications</b>		
A good general education	✓	
Minimum Level 2 Equivalence in Maths and English <b>Level 5 (expected pay scale)</b>	✓	
<b>Experience</b>		
Evidence of having worked with children in some capacity; this could be as a parent/carer	✓	
<b>Level 5 (expected pay scale)</b>		
Relevant work experience in a similar environment.	✓	
Experience of working with children with SEN, preferably at secondary age.		
Impact of previous interventions as the lead person		
Specific		
<b>Skills</b>		
<b>Personal</b>		
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 SEN)	✓	
Ability to get the best out of children.	✓	
A sense of humour.	✓	
Adaptability.	✓	
Able to work on 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	✓	
<b>Relations</b>		



Ability to build good working relationships with a range of colleagues	✓	
<b>IT Skills</b>		
Ability to use ICT and technology to support learning commensurate with the duties of the grade concerned	✓	
<b>Other</b>		
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Clear understanding and respect for confidentiality and safeguarding	✓	



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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:** 10 a.m. on Friday 3<sup>rd</sup> December 2021

**Salary:** Scale 4/5 depending on qualifications £22,995 to £26,520 Pro rata Actual salary £17,419 to £20,089

**Location:** Haringey

**Contract type:** 30 hours per week (pro-rata), Term Time only

**Contract term:** Permanent

We pride ourselves on ensuring that our Learning Support Assistants gain the right development to ensure successful personal and professional development that they require to progress. Heartlands High School is a great place to work. We aim to cultivate staff that are passionate about their students and seek to support exciting lessons which engage learners. We encourage teaching that is innovative. Our continuing professional development ensures that staff work together to improve their practice. We empower staff to support both students and other staff through a high expectations culture within the school.

The School is in the heart of Wood Green close to shops, over ground, underground and bus links. You will be joining an energetic and dedicated team of teachers and support staff who are working to provide an excellent education to a group of diverse and rewarding young people.

The post holder will be expected to:

- work with students with special educational needs and EAL, or who are gifted and talented, Looked After, vulnerable or underachieving
- support the inclusion of young person in the classroom and school community
- take a role in supporting the needs of individual students

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 and support staff to do their jobs as effectively as they can.

With state-of-the-art facilities, 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 real 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.

We welcome applications for flexible working. If you would like to find out more about the position, we would like to talk to you.

**Completed application forms, should be submitted via TES by the latest Friday 3<sup>rd</sup> December 2021. Interviews will take place on the Thursday 9<sup>th</sup> December 2021.**

NB: Please note that CV's 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.