

Job Advert



Blossom House School

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United Kingdom

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Lead LSA Co-ordinator

We are pleased to be able to advertise an opportunity for an experienced people manager to lead the LSA Co-ordinator (TACO) team across all school sites.

The ideal candidate will have experience working as a people manager and of reviewing and implementing work processes, preferably within a school environment. Experience of working in a pupil facing role would also be an advantage.

The Lead will be responsible for developing and supporting the LSA role via recruitment, induction, training and development, wellbeing, ensuring effective communications and policies and processes and advocating for the LSA role at management level.

The ideal candidate will have:

- Confidence, enthusiasm and a passion for supporting staff.
- Experience of successfully line managing a team of staff, co-ordinating recruitment, induction, training, rota management and effective forms of communication.
- The ability to build good working relationships with staff working all roles within the school and external contacts.
- The ability to work under pressure.
- Experience of working in a school.
- Experience of working with children would be an advantage.
- Excellent English skills (clear written and spoken English) along with good reading, writing and numeracy skills.
- Good administrative and organisational skills.

We offer:

- A supportive working environment in a modern and well-equipped building.
- Close to a good transport network and on-site free parking is available.
- Small class sizes.
- Support from an enthusiastic and dedicated team of Therapy staff and Teachers who will work alongside you in the classroom or collaborate for planning. Our Speech & Language Therapists, Occupational Therapists, Physiotherapist and Arts Therapists aim to maximise each child's potential in a nurturing and supportive environment.
- Opportunities for continued professional development.
- Great staff benefits which include; pension, one free lunch per week, free tea, coffee and snacks, cycle to work scheme and computer scheme, termly well-being allowance, end of term gifts, annual bonus and free on-site parking at Motspur Park.
- UK Healthcare cash plan designed to help cover your "day to day" healthcare expenditure such as Optical and Dental bills and offers cash back (up to policy limits) for a variety of different medical treatments. It also offers lifestyle benefits and discounted gym membership.

The role is a Permanent

Full time (with 8 weeks holiday) or Term-Time only (approx. 36 weeks per annum) plus 20 days working in the holidays

You will be required to work Monday - Friday, 08:00 – 17:00.

Salary: £30,500 - £35,800 Full-time equivalent (£24,955 - £29,291 Term-Time)

Closing Date: 11th December 2023

Start Date: November 2023

If you wish to apply for the post, please download the application form from the school website: www.blossomhouseschool.co.uk/vacancies and email the completed application form detailing how you meet the requirements of the person specification along with the recruitment activity (on the last page of this advert) to recruitment@blossomhouseschool.co.uk by the closing date.

Blossom House School is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to a safer recruitment process, including an Enhanced DBS check, the disclosure of criminal records and vetting checks.

We can only shortlist based on completed applications and not CV's alone.

| Job Description | |
|---|---|
| Job Title: | Lead Learning Support Assistant Co-ordinator |
| Reports to: | Relevant member of SMT |
| Accountable to: | Joanna Burgess, Principal |
| Hours per week: | 08:00 to 17:00 (Monday to Friday) (term-time + 20 days working in the holidays or full -time 8 weeks holiday) |
| Location | Multi-site (Motspur Park / Euston / Wimbledon) |
| Salary | Competitive |
| Responsibilities and Duties | |
| <p>All of the Lead duties will be completed with the continued support and guidance of the Senior Management team, HR and the Principal;</p> <p>Line management</p> <ul style="list-style-type: none"> • To line manage TACOs across sites. • To line manage a small team of LSA as appropriate / needed. • To liaise with the Post-16 Leadership Team to support with relevant best practice for their LSA team. • To support TACOs with any issues related to performance management / conduct / absence of LSA staff in collaboration with HR. • To oversee the performance of agency LSAs through continued feedback from the TACO team and observations. <p>Policies, processes and procedures</p> <ul style="list-style-type: none"> • To review and produce LSA related procedures including but not limited to: recruitment and selection, induction, training and communication methods, ensuring that they are used consistently across sites with the support of the LSA coordinators. • To review LSA job descriptions, including the design and introduction of the Higher Level LSA role, in collaboration with TACOs, HR / SMT. <p>LSA wellbeing support</p> <ul style="list-style-type: none"> • To review the current wellbeing support in place for the LSA team and, in collaboration with other relevant teams, plan and implement appropriate wellbeing support across sites. <p>Training and development</p> <ul style="list-style-type: none"> • At the start of the school day, receive new LSAs (whether staff or agency) to carry out a short orientation and introduction to school procedures, expectations and their timetable for the day. To implement a process to ensure this is replicated across sites. • To evaluate and manage the training needs of the LSA team in all the Phases and school sites. This includes designing and running an induction programme for permanent and agency LSA and monitoring its completion. In addition, the Lead will arrange training/ workshops for INSET days, collating additional training needs through observations, feedback and performance appraisal information provided by the TACOs. • To co-ordinate the LSA observation schedule, ensuring that observations are completed in a timely manner, collating all observations and reviewing to identify areas for development. | |

- To co-ordinate the Blossom House Behaviour Management City and Guilds programme with support from the Admin team, TACOs and Behaviour Team. If appropriate to the successful applicant's experience, deliver some of the training.
- To participate with other leaders in 'learning walks.'

Meetings and communication

- To coordinate all LSA meetings (including TACO meetings), writing and distributing meeting minutes if attending, ensuring action points are followed up.
- To represent the TACO team at Heads of Curriculum and Therapy meetings at Motspur Park.
- To attend staff meetings at other sites at least once a month.

Operational support

- To support the TACOs with arranging additional daily cover required over and above existing available staff/supply staff.
- To oversee and support TACOs with LSA timetables, in line with 1:1, medical and required class support.
- To oversee and support TACOs with the planning of after school and holiday clubs.

Recruitment and supply staff

- To manage staff requests for additional LSA support (including additional recruitment, bank and supply LSA), balancing these requests with available resource, budgets and in collaboration with Phase / Site Leads, HR and the Principal.
- To, in collaboration with HR, design attractive career paths for the LSA at Blossom.
- To, with support of HR, attend career / jobs fairs, arrange and oversee LSA student placements / work experience, pro-actively establish relationships with local colleges etc.
- To be the main contact for HR for recruitment, including recruitment needs, reviewing applications, taking part in interviews.

Any other reasonable management request.

| Person Specification | | | | | |
|---|-----------|-----------|------------------|------------|-----------------------|
| <u>Qualifications</u> | Essential | Desirable | Application Form | References | Interview / Selection |
| Educated to GCSE level, or equivalent in Maths and English | ✓ | | ✓ | | ✓ |
| <u>Knowledge & Understanding</u> | Essential | Desirable | Application Form | References | Interview / Selection |
| Knowledge of how to effectively organise a team of staff, developing processes that others can follow | ✓ | | ✓ | | ✓ |
| Understand how to motivate and support the wellbeing a team of staff | ✓ | | ✓ | | ✓ |

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|---|------------------|------------------|-------------------------|-------------------|--------------------------------------|
| Understand how to manage staff performance and absence | ✓ | | ✓ | | ✓ |
| An understanding of supporting diversity and equal opportunities | ✓ | | ✓ | | ✓ |
| An understanding of health and safety and confidentiality | ✓ | | ✓ | | ✓ |
| An understanding of the role of a Learning Support Assistant | ✓ | | ✓ | | ✓ |
| <u>Skills</u> | Essential | Desirable | Application Form | References | Interview / Selection |
| Clear written and spoken English | ✓ | | ✓ | ✓ | ✓ |
| Good numeracy and literacy skills | ✓ | | ✓ | ✓ | ✓ |
| Competent ICT skills | ✓ | | ✓ | ✓ | ✓ |
| People management skills | ✓ | | ✓ | ✓ | ✓ |
| Good organisational skills | ✓ | | ✓ | ✓ | ✓ |
| Diplomacy and Flexibility | ✓ | | ✓ | ✓ | ✓ |
| Initiative | ✓ | | | ✓ | ✓ |
| Ability to deal with stressful situations | ✓ | | ✓ | | ✓ |
| Excellent communication skills, the ability to build good working relationships with staff working all roles within the school and external contacts. | ✓ | | ✓ | | ✓ |
| <u>Experience</u> | Essential | Desirable | Application Form | References | Interview / Selection Process |
| Experience of managing a team | ✓ | | ✓ | ✓ | ✓ |
| Experience of working with children | ✓ | | ✓ | ✓ | ✓ |
| Experience or awareness of special needs | | ✓ | ✓ | ✓ | ✓ |
| Experience of writing or developing policies and procedures, effectively communicating and monitoring them | ✓ | | ✓ | ✓ | ✓ |
| Rota management | ✓ | | ✓ | ✓ | ✓ |
| Supporting staff well being | ✓ | | ✓ | ✓ | ✓ |

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|--|------------------|------------------|-------------------------|-------------------|--------------------------------------|
| Recruiting and training staff | ✓ | | ✓ | ✓ | ✓ |
| <u>Personal Attributes</u> | Essential | Desirable | Application Form | References | Interview / Selection Process |
| A high level of emotional resilience and emotional maturity | ✓ | | ✓ | ✓ | ✓ |
| Flexibility and creativity in your approach to tasks | ✓ | | ✓ | ✓ | ✓ |
| Willingness to become involved in all aspects of school life | ✓ | | ✓ | ✓ | ✓ |
| Patience and a positive attitude | ✓ | | ✓ | ✓ | ✓ |
| Ability to adapt to changes quickly | ✓ | | ✓ | ✓ | ✓ |
| Ability to work as part of a team | ✓ | | ✓ | ✓ | ✓ |
| Ability to use initiative, employing good problem-solving skills | ✓ | | ✓ | ✓ | ✓ |
| Willingness to participate in training and other learning activities | ✓ | | ✓ | ✓ | ✓ |
| Commitment, reliability and trustworthiness | ✓ | | ✓ | ✓ | ✓ |
| Willingness and commitment to follow school policies and guidelines | ✓ | | ✓ | ✓ | ✓ |
| <u>Safe-guarding & Child Protection (COMPULSORY)</u> | Essential | Desirable | Application Form | References | Interview / Selection Process |
| A commitment to follow school policies, procedures and guidance | ✓ | | ✓ | | ✓ |
| A commitment to the protection and safeguarding of young people and young people | ✓ | | ✓ | | ✓ |
| Successful Enhanced DBS Status | ✓ | | | | ✓ |

Recruitment Activity (to accompany your application form)

How can the school best support the well being of Learning Support Assistants?

