



JOB APPLICATION PACK

Learning Support Team Leader



HELPING ACHIEVE EXTRAORDINARY OUTCOMES



Mill Lane, Hurst Green,
Oxted, Surrey, RH8 9AQ

01883 712271

www.moorhouseschool.co.uk

Registered charity number 31187

About Moor House

A specialist school and college with day and residential provision for children and young people with language disorders.

Moor House is a non-maintained special school for day and residential students from ages 7 to 19. Our students come from across the country, with places funded by Local Authorities.

Our school provides a mainstream curriculum which is differentiated for language. Speech and Language therapy is integrated throughout the curriculum through the consistent use of specialist systems such as the SHAPE CODING™ system, signing with grammatical markers and Cued Articulation.

Our approach ensures that our students achieve their learning potential, maximise their communication skills, and become happy, confident, independent and valued members of society.
Moor House is consistently rated Outstanding by Ofsted.

Our Aims

For our students to:



Be happy and safe



Achieve their learning potential



Develop their skills in speech, language and communication



Build and maintain good relationships and friendships



Become confident and independent members of society

THE ROLE

LEARNING SUPPORT TEAM LEADER

Salary

£31,921 - £36,089

Work hours

Full Time - 38.5 hours per week (term-time)

Closing date

12pm - 10th June 2024

Enquires

jobs@moorhouseschool.co.uk
01883 712271



We are looking for an excellent communicator to lead and direct the work of our team of Special Teaching Assistants (STA's).

The post offers an exciting opportunity to support the work of our education department in making a life changing difference to students with language disorders.

Experience of leading a team and working with students in an educational setting is desirable.

Moor House School & College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All new staff and volunteers are to have a DBS check before commencing employment. Any failure to disclose convictions may result in disciplinary action or dismissal.

KEY RESPONSIBILITIES

Summary

- To lead and direct the work of a team of Special Teaching Assistants
- To undertake all the responsibilities of managing a team which includes but not limited to appraisals and attendance management
- To coordinate the work of the STA team in both structured and unstructured time
- To provide support to students through 1:1, paired or small group work in addition to whole class learning
- To provide support to teachers in the delivery of the curriculum
- To lead on the organisation of after school clubs
- To coordinate the work experience program (if required by role)
- To carry out such particular duties as may reasonably be assigned to her/him as described more fully below

Main Duties and Responsibilities

The successful candidate could be required to fulfil some or all of the following in addition to the responsibilities of the current STA role:

1. Assisting generally in the Education Department by:

- Supervising groups of students across the curriculum including educational visits.
- Identifying, ordering and preparing materials, equipment and resources.
- Supervising students in the playgrounds, cloakrooms and in other parts of the School buildings and on educational visits.
- Providing, on behalf of the Head of Department and Principal, supervision for classes when a Teacher is unexpectedly absent; (Note: Moor House has a policy of actively seeking supply cover after the first day of such absence).
- Arranging the deployment of STAs who are providing supervision.
- Writing brief reports on particular students and noteworthy incidents; attending regular INSET and training sessions as may be stipulated by the Principal or Head of Department (e.g. signing, basic first aid training, fire duty practice, meetings about particular students etc).
- Coordinating stock orders
- Taking direction from the Teacher when assigned to a class in all matters to do with the work and behaviour of students at the time. When not assigned to work with a particular class (or classes), he/she has the same authority as other members of the Department for matters of discipline, Health & Safety, such responsibilities including:
 - maintaining good order and discipline among students and safeguarding their Health & Safety, both when they are authorised to be on the School premises, and when they are engaged in authorised School activities elsewhere.
 - Timetables.
 - Tasks done for the department (as distinct from those done for a class).

2. Supporting students in their efforts to achieve their individual Action Plans, Teaching and Therapy objectives and Residential Care. This may involve the jobholder receiving direction from a Therapist or a Teacher.

3. Becoming familiar with sections of Moor House's policies and administrative procedures that relate to the duties and responsibilities of the job holder.

4. Appraising and quality assuring the work of other Special Teaching Assistants.

5. Maintaining confidentiality on information concerning students.
6. Coordinating aspects of the Work-Related Learning curriculum including risk assessment, liaising with colleges, employers and outside agencies
7. Undertaking such other relevant and appropriate duties and responsibilities, as may be reasonably allocated from time to time by the Head of Department, and which are compatible with the duties and responsibilities of the jobholder.
8. To be involved in the recruitment process as appropriate NB: The post holder will be required to complete Safer Recruitment Training.
9. To administer an induction programme for newly appointed Special Teaching Assistants.
10. To liaise with the relevant Examinations Officer and Deputy Head Teacher in the preparation and administration of public and internal examinations.
11. To maintain close collaboration with the other Learning Support Team Leaders and the wider Education Leadership team.
12. Overseeing the planning of cover & daily schedules as required.
13. Planning and supporting procedures & policies in place for Moor House Day Students
14. Supporting & maintaining the administration of Risk Assessments for trips, visits and offsite activities. Undertaking EVO (Educational Visits Officer) training if required.
15. Tracking student achievement & progress and supporting the planning of events to celebrate these
16. To be responsible for identifying equipment needs across the education department and to order equipment and update the applicable budget as necessary
17. To gain regular updates from the Finance Department regarding the Consumable Stationery Budget & Spending in order to prevent overspend.
18. Overseeing & maintaining Library resources.
19. Coordinating & overseeing the programme for day students including morning sign in and taxi departures in the afternoon.

20. Ensuring that all display boards are regularly updated and maintained.
21. Attend relevant meetings, recording Minutes & disseminating information as required.
22. Supporting the compilation of suitable Newsletter articles as required.
23. Supporting the running of the MHC Forum / School Council and related activities as required.

General

- To work collaboratively with the team of Special Teaching Assistants and the wider multi-disciplinary team at Moor House School & College.
- To liaise regularly and discuss student progress with members of the multi-disciplinary team.
- To maintain confidentiality on information concerning MHS&C staff, students & families.
- To follow MHS&C policy, rules & procedures as well as those of Partner Colleges.
- To become familiar with sections of any policies & administrative procedures that relate to the duties/responsibilities of the job holder.
- To follow and comply with established Health & Safety procedures. To ensure that the STA team are also trained in and follow these procedures.
- To participate in the induction of new staff and students.
- To engage actively in the department appraisal system in an open manner including responding to constructive feedback and reflecting on own practice and performance.

This job description identifies the main duties and responsibilities of the post but as Moor House grows and develops there may be changes to these responsibilities. A flexible approach is therefore required in the undertaking of the duties of this post.

Undertaking such other relevant and appropriate duties & responsibilities, as may be reasonably allocated from time to time, and which are compatible with the duties & responsibilities of the jobholder.

PERSON SPECIFICATION

The person specification describes the characteristics (skills, knowledge, experience and qualifications) that are needed to carry out the duties in the job description. Please find below some sample information.

Knowledge, experience and training

Essential

- Experience of leading a team
- A willingness to develop a base level of theoretical knowledge, techniques and/or activities relevant to the students at Moor House, acquired through trainings & experience
- Ability to use basic IT Skills including MS Office, e-mail & the internet

Desirable

- Experience of working with students in an educational setting
- Evidence of successful completion of relevant courses up to NVQ equivalent.

Planning and organisational skills

Essential

- Excellent organisational skills
- The ability to manage & prioritise own workload
- The ability to prioritise the demands of a team of Special Teaching Assistants
- To be able to organise resources in the department in a systematic manner

Communication skills

Essential

- To demonstrate good communication skills
- To demonstrate empathy with students, families & colleagues, ensuring that effective communication is achieved in day to day activities
- The ability to recognise potential breakdown & conflict when it occurs and generate potential solutions
- To demonstrate good negotiation skills in the management of conflict across a range of situations
- To demonstrate good written & verbal presentation skills

Physical skills

Essential

- Fit and able to carry out the physical nature of duties

Desirable

- The ability to drive a car and/or a minibus

Personal qualities

Essential

- Motivation & enthusiasm
- Solution focused approach
- Positive disposition

Team /collaborative working

Essential

- Ability to develop understanding of the roles of other professionals

Interpersonal skills

Essential

- A willingness to develop good interpersonal skills - including observation, listening & empathy skills
- A willingness to develop problem solving skills in complex situations
- To deal with initial complaints sensitively, avoiding escalation where possible
- To form productive working relationships with staff, students & families
- A willingness to be flexible and support school/college wide activities

This document identifies the main duties and responsibilities that this post currently requires. It is anticipated duties will change over time and that the job description may need to be developed in the future.

Our Benefits

All Moor House staff receive:



Family friendly holiday provision



Stakeholder pension scheme



Staff accommodation options*



Employee Assistance Programme

*subject to availability

How To Apply

Closing date for applications is 12pm on 10th June 2024

Interviews 19th June 2024

We reserve the right to close this vacancy early if a suitable candidate is found

Online

Visit moorhouseschool.co.uk/vacancies and apply online

Email / Post

Complete our application form and email to jobs@moorhouseschool.co.uk

or **post** to:
Human Resources,
Moor House School & College,
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