SEARCH
Education Trust
Strong, Sustainable, Successful Schools

Job Pack

Learning Support Assistant

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May 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 £27,855 to £29,139 pro rata, actual £25,321.27 to £26,488.47
Contract	Permanent
Hours	36 hours x 40 weeks
Location	Haringey

Purpose

The successful candidates will make an important contribution to the school ethos. Their role will include supporting students on a daily basis, supporting small learning groups, working with staff to ensure an inclusive approach and working collaboratively to support the learning needs of students on the autistic spectrum.

Principal Accountabilities

The successful candidate will have:

- Some experience of working with students on the autistic spectrum;
- A flexible and proactive approach to supporting students with complex needs
- Ability to contribute and work effectively with other staff to ensure high quality teamwork
- Completion or the readiness to complete the LSA induction programme;
- Some understanding of the issues relating to child development and inclusion;
- A commitment to safeguarding children.

Main Activities and Responsibilities

- To support students with SEN who have a primarily diagnosis of Autism to access the school curriculum and the wider opportunities it provides
- To contribute to the learning and motivation of all students
- To assist with the development and maintenance of education and pastoral support plans
- To build excellent relationships with students and work with teachers and all staff to meet their individual needs
- To promote inclusion within the autism provision and wider school
- To contribute to ongoing student assessment and maintain relevant data so it is kept up to date
- To ensure students are challenged and encouraged to engage in school and aim high
- To develop and maintain excellent relationships with parents and carers to ensure that students are fully supported and able to enjoy and achieve
- To work to meet the learning, therapeutic and behavioural needs of students, including developing individual and small group interventions and nurture groups
- To lead specific learning activities, such as reading groups as directed
- To support teaching staff in planning strategies to support students and complete programmes
- To promote and model good student behaviour
- To undertake other duties, such as clerical and support work and supervision as required
- To undertake other tasks or responsibilities as directed by the Head Teacher and SLT.
- To support and complying with school policies on Child Protection, Health and safety, equal opportunities and any other policies and procedures the school has in place

- To provide high quality and flexible support in school, during educational visits and during off site learning.

Key Organisational Objectives

The postholder will contribute to the SET 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.

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 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

Qualifications	Essential	Desirable
Completion of LSA induction programme (although this can be completed when in post)	✔	
Some additional ASD training (although this can also be completed once in post)	✔	
First aid training or the willingness to undertake it	✔	
Additional NVQ qualifications		✔
Training in communication methods such as PECS		✔
Training in autism related methods such as TEACCH or similar		✔
Team Teach Training or similar		✔
SCERTS training or similar SALT training		✔
Experience		
Some experience of working with or caring for students with autism in the 10-18 age range	✔	
Ability to relate well to, and communicate with, children and adults	✔	
Commitment to supporting students to learn and manage their autism with independence and dignity	✔	
Ability to reflect on practice and adapt communication to meet the needs of individuals	✔	
Understanding of the issues around safeguarding children	✔	
Understanding of the issues around working with students with Special Educational Needs, especially students with severe autism and complex needs and strategies to support them	✔	
Understanding how the difficulties related to autism impact on children's learning , communication and social relationships	✔	
Some understanding of current educational issues, especially those related to SEN, and of the challenges and possibilities associated with inclusion within an urban environment	✔	
Understanding of the issues around working with students on the high functioning end of the autistic spectrum		✔
Understanding of delivering personal programmes for students and how to contribute to their ongoing assessment		✔
Experience in working within the process of appraisal		✔
Personal		
A determination to ensure that all students are given the chance to succeed	✔	
Wide understanding of the difficulties associated with autism and how these inform the way in which we work with young		✔

children		
Commitment to equal opportunities. An empathetic approach to working with students with highly complex needs and challenging behaviour	✔	
Some understanding of child development	✔	
Ability to work as part of a team to ensure the best outcomes for students Understanding	✔	
Willingness to reflect on your own practice and develop as a professional	✔	
Ability to work autonomously and creatively	✔	
Ability to remain calm, problem solve and work collaboratively in demanding situations	✔	
Ability to work flexibly and reliably and respond to the daily demands of the Role	✔	
Relations		
Ability to communicate and feedback in a professional manner to parents, carers, professionals and other stakeholders		✔
IT Skills		
Competent ability to use ICT and technology to support learning and maintain records	✔	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	✔	

The Grove 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.

Salary:	**Scale 4 £27,855 to £29,139 pro rata, actual £25,321.27 to £26,488.47**
Employer:	**The Grove**
Location:	**Haringey**
Contract Term:	**36 hours x 40 weeks**
Start Date:	**September 2024**
Closing Date:	**Monday 15th July 2024 (Although early applications will be considered).**

The Grove School is an outstanding special school for young people with autism. Our vision is to make a difference and change lives for the better. We are a thriving school with a dedicated staff team who work hard to ensure our pupils are supported to achieve their full potential. Community values and partnership are at the heart of what we do and we are all immensely proud to be part of this successful school.

We are looking to appoint 2 Learning Support Assistants who want to be part of our vision and join our expanding team. Staff may work across the school within our primary department or one of our two secondary departments which cater for pupils who are working at early pre-key stage standards through to those working at Entry Levels and GCSE.

We are looking for enthusiastic and motivated staff who have an outstanding track record and are ready for an exciting new challenge. We are a strong learning community that strives to make what we offer to our staff, pupils and families the best it can be. If you share these values, then we want you to join our team! We offer career progression for our support staff through training towards scale 5 posts, HLTA posts and routes to the teacher apprenticeship.

The successful candidates will make an important contribution to the school ethos. Their role will include supporting pupils on a daily basis, supporting small learning groups, working with staff to ensure an inclusive approach and working collaboratively to support the learning needs of pupils on the autistic spectrum.

The successful candidate will have:

- Some experience of working with pupils with additional needs including autism
- A flexible and proactive approach to supporting pupils
- Ability to communicate well with pupils, teachers and adults
- Completion, or the readiness to complete, the LSA induction programme
- Some understanding of the issues relating to child development and inclusion
- A commitment to safeguarding children.

For further information please contact our school office 020 3876 6555 or at office@thegroveschool.co.uk
Application packs can also be downloaded from the school website: www.thegroveschool.co.uk

Completed application forms with a covering letter, addressed to The Headteacher, Lucia Santi, should be returned to the office email address as soon as possible or via TES.
Closing Date is on **Monday 15th July at 3pm** but applications received before are welcomed and will be considered. Interviews will take place up until 19th July 2024**.**

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. 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.

Please note if you do not hear from us it is likely your application has not been successful. Kindly note due to the large volume of applications we are unable to provide feedback at the initial stage.