

Learning Support Assistant - Inclusion Keyworker (Grade 4)

Required as soon as possible



Sidney Stringer Academy Multi Academy Trust consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Academy and Sidney Stringer Primary Free School.

All of the schools in the trust are working together with the ambition of becoming outstanding.

As the Trust develops we are exploring the opportunities of creating shared posts and services across the schools so that we can benefit from economies of scale.



Learning Support Assistant - Inclusion Keyworker

You will be part of a large, motivated and supportive learning support team and will work closely with members of this team as well as with teachers in departments. You will also be expected to be a co-tutor, which means that you will provide support to a form tutor and belong to one of our five houses.

This post will involve working in a small team to positively support our most high profile behaviour students. Your role will be to provide a safe and calm environment where students can de-escalate and can re-engage in the business of learning. This may involve supporting them in lessons or creatively differentiating their work to be completed in a more bespoke environment. It will also involve the delivery of our behaviour programme and the facilitation of some lessons within the behaviour provision.

You will liaise with teaching staff, year leads, SENCOs and parents in order to plan for, track and monitor the key identified students. You will be part of a team which looks behind the behaviours and tries to meet the needs of our students in order to work with them effectively. We are the team who bridge that gap between pastoral and academic and pride ourselves on helping students to value themselves and their work.

We are looking for someone who understands the pressures that today's young people face. You will need a positive outlook and a high level of personal resilience but you will be supported within an incredible SEND team who always want the best for the students.

Why work at Sidney Stringer Academy:



- 100% attendance - 1 day off following year
- Staff Development- new leadership challenge programme and the opportunity to be involved in additional career-development programmes
- Excellent professional development opportunities across a wide range of areas, delivered by experienced specialists and practitioners



- Free tea and coffee
- Social committee with subsidised events
- Cycle Scheme
- Free parking
- Free Flu jabs
- Long service awards
- Dynamic and exciting environment
- Strong community links
- Supportive team and atmosphere

JOB DESCRIPTION – LSA - Inclusion Keyworker

Sidney Stringer Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Responsible to: Head of Learning Support

Grade: 4
Hours: 35 hours per week
Monday to Friday 8.30am to 4.00pm
Term time only plus 5 days

Job Purpose: Under the instruction/guidance of the Assistant Principal Inclusion and within the overall ethos of the Academy, implement learning programmes and activities to support individuals or groups of students with SEMH needs. This work may take place in the classroom, in the Learning Support Faculty or in other teaching areas.

- To build and maintain successful relationships with students, treat them consistently, with respect and consideration.
- To help promote independent learning
- To help reinforce student learning using a range of strategies and techniques
- To help students to develop study and organisational skills
- To model good practice to both students and staff as an educational professional, demonstrating excellent punctuality, attendance and integrity
- To help build the students' confidence and enhance self-esteem, inspiring them to learn
- To have formal and informal meetings with teachers to contribute to planning lessons/activities and completion of Teacher/LSA agreements.
- To prepare materials and resources in advance of the lesson
- To carry out structured classroom assessment/observation and feedback outcomes
- To be involved in keeping records and evaluating identified students' progress
- To complement the professional work of teachers by taking responsibility for the planning, preparation, and delivery of specific learning activities for identified individuals/groups under an agreed system of supervision.
- To deliver an intervention programme to individuals or small groups of students.
- To support students with identifying the reasons for their behaviour and provide strategies for both staff and students that can help to improve their engagement with learning.
- To take into account the student/s' special needs (where applicable) and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and

materials

- To provide advice to staff regarding specific individuals and how best to support them.
- To support with the running and organising of lunchtime or afterschool activities.
- To mentor students and help them to overcome their barriers to accessing mainstream lessons.
- To accompany teaching staff and students on visits, trips and out of school activities as required
- To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate
- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour
- To run, support and log in class and afterschool interventions as required
- To identify personal training needs and to attend appropriate internal and external in-service training
- Provide support to a form tutor as a co-tutor

Other Duties

- To undertake such other duties, training and/or hours of work as may well be reasonably required and which are consistent with the role.
- To participate in performance management arrangements.
- To adhere to published school policies and procedures.
- To attend regular meetings with line manager.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and

reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: C McGettrick (Dec 2023)

PERSON SPECIFICATION

| SPECIFICATION | ESSENTIAL | DESIRABLE |
|--|--|---|
| Qualification and Training | Good numeracy/literacy skills | <p>Evidence of qualifications in this area</p> <p>Education to A level or its equivalent and beyond</p> <p>Qualifications in ICT</p> <p>Proficiency in Microsoft Office packages such as Word, Outlook and Excel</p> |
| Experience | Experience of working with children with additional needs, preferably at secondary age | <p>Relevant work experience in a similar environment</p> <p>To have an awareness of the Protective Behaviours framework and evidence of how this practice has been implemented.</p> |
| Qualities, Skills, Knowledge and Abilities. | <p>A positive interest in working with students, and an ability to inspire them</p> <p>Basic understanding of child development and learning</p> <p>Knowledge of relevant policies/codes of practice and awareness of legislation</p> <p>General understanding of National Curriculum and other basic learning programmes</p> <p>Ability to relate well to children and adults; sense of humour</p> <p>Adaptability to a range of situations, i.e. when classes need to change at short notice</p> <p>Able to work on own and as part of a team, with strong communication skills</p> <p>Ability to build good working relationships with a range of colleagues</p> <p>High expectations of achievement and behaviour</p> <p>Tactful, respectful and sensitive to the needs of others</p> <p>Ability to work calmly and with patience</p> <p>An ability to be organized and also creative.</p> | <p>An interest in ICT</p> <p>A passion for supporting children who have Special Educational Needs and/or Disabilities and developing their futures</p> <p>A knowledge and understanding of assessment, monitoring, target-setting and evaluation, using this information to support students as effectively as possible</p> <p>Able to demonstrate the ability to learn and adapt from past experience, working as a reflective professional</p> <p>A eagerness to get involved in the opportunities a dynamic and forward-thinking school brings and support the academy and its values as an ambassador of this</p> |

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|-------------------|---|--|
| | <p>A well-developed sense of responsibility and professionalism shown at all times</p> <p>A drive to improve the life outcomes and opportunities for our students through education</p> | |
| Health | <p>A good attendance record</p> <p>Evidence of the resilience required to cope with the demands of the post</p> | |
| References | Supportive | |

All employees of Sidney Stringer Multi Academy Trust are required to comply with the Academy Equal Opportunities Policy when undertaking the duties of their job.

Learning Support Assistant – Inclusion Keyworker

Grade 4 - £ £19,613 - £22,437 pa (actual salary)

35 hours per week

Monday to Friday 8.30 am to 4.00 pm

Term time only plus 5 days

You will be employed by the trust which consists of five schools led by Sidney Stringer Academy. The schools are Radford Primary Academy, Ernesford Grange Community Academy, Riverbank Academy (Special School), Sidney Stringer Primary School and Sidney Stringer Academy.

This post is aimed at working in a small team to positively support our most high profile behaviour students. Your role will be to provide a safe and calm environment where students can de-escalate and we can re-engage them in the business of learning. This may involve supporting them in lessons or creatively differentiating their work to be completed in a more bespoke environment. It will also involve the delivery of our behaviour programme and the facilitation of some lessons within the behaviour provision.

You will liaise with teaching staff, year leads, SENCOs and parents in order to plan for, track and monitor the key identified students. You will be part of a team which looks behind the behaviours and tries to meet the needs of our students in order to work with them effectively. We are the team who bridge that gap between pastoral and academic and pride ourselves on helping students to value themselves and their work.

We are looking for someone who has experience of working with young people. Someone who understands the pressures that today's young people are under and who is incredibly vigilant at noticing potential safeguarding issues.

You will need a positive outlook and a high level of personal resilience but you will be supported within an incredible SEND team who always want the best for the students.

Christine McGettrick (Head of Inclusion) – cmcgettrick.staff@sidneystringeracademy.org.uk

How to apply

If you are ambitious for yourself, passionate about the futures of children and want to be part of a forward-thinking team of like-minded professionals at this exciting time then we would like to meet you.

For further details, an application form, and to apply, please visit our website:

www.sidneystringeracademy.org.uk – ‘Vacancies page’

Please return completed application forms to: recruitment@sidneystringeracademy.org.uk [No hard copies to be sent in the post].

We look forward to receiving your completed application form.

Closing date: Sunday 14th January 2023 at noon

Interview date: to be confirmed

Any offer of employment to the above post will be subject to receipt of a satisfactory disclosure from the Disclosure and Barring Service.