

Higher level learning assistant

Recruitment Pack

Higher level learning assistant – Term time only

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1. Principal's Welcome Letter



Dear Applicant,

Thank you for taking the time to find out more about this opportunity to work with us at the University Academy of Engineering South Bank. This recruitment pack gives you information about the role and the school which will help you in completing an application.

The University Academy of Engineering (UAE) is a happy school with high standards of behaviour where students feel safe and secure. Our teachers build strong relationships with every individual student, they nurture their personal growth and through carefully designed experiences support them to become confident, ambitious and socially responsible young men and women.

We have thought hard about what we need to teach and how we need to teach it. Through our curriculum students explore a rich body of knowledge across a broad range of subjects. We supplement this with an extensive enrichment curriculum of contextualised projects, educational visits, lectures, community work and a range of additional clubs and societies.

The importance of developing STEM (Science, Technology, Engineering and Maths) skills in schools has been well documented in the media over recent years but here at UAE we feel passionately that the confidence and creative mind-set that the Arts engender in our students is equally crucial to their development. To this end, we are proud to be a STEAM school where cutting edge technology, an exciting Arts curriculum and strong teaching all help our students develop the knowledge, skills and confidence needed to enable them to fulfil their ambitions and make their mark on the world.

Our students are given significant opportunities to make decisions about their learning in lessons and in the enrichment activities they participate in. We know how important it is for students to take ownership of their education as it increases their engagement in it. Our commitment to this is implicit in our statement that in our school you 'Create your future'. We are sponsored by London

South Bank University (LSBU) and this partnership provides our students with an extensive range of activities and support throughout their time at our school.

As a teacher at UAE you will become part of our Professional Learning Community. Through this you will take ownership of your own professional development and benefit from collaboration with your colleagues across the school.



John Taylor
Principal

2. Advertisement

University Academy of Engineering Higher Level Learning Assistant

Reporting to: Assistant SENDCO

Type of Contract: Permanent – Term time only

Salary Range: £22,472 - £25,502 Pro-rata, depending on experience.

Actual pay will be in the range from £19,326 to £21,932

Deadline for applications:

Interview: Monday 16th July 2018

3. Job Description

You will specialise in one of the following areas: cognition and learning; communication and interaction; social, emotional and mental health and physical and sensory; and English as an additional language. You will be expected to become expert in identifying the needs and barriers to learning for students which fall into your area of provision. Assess the level of need and plan bespoke intervention programmes to ameliorate for this and allow students to better access the curriculum and make progress in their lessons. Deliver the intervention programmes to individuals and small groups of students. Provide training for other LA's who may deliver programmes. Provide resources, training and support for teachers to improve progress. Line managed by the SENDCO.

Responsibilities

- Identify and assess students who need specialist in class support
- Plan, track, monitor and have oversight of intervention programmes to individuals and small groups of students.
- Secure handling of confidential information (SIMS data, reports data)
- Responsible for keeping to all deadlines issued by the SENDCO

Duties

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

- To assess the needs of students and use detailed knowledge and specialist skills to support students' learning.
- To develop and deliver targeted intervention programmes for 1 to 1 and small group sessions to identified students.
- To train Learning Assistants in the delivery of targeted intervention programmes and ensure their quality in doing so.
- To take responsibility for your own professional development to ensure that you have the specialist knowledge and skills, in areas of SEN identified by the SENDCO, to be effective in increasing the progress made by identified students across the curriculum.
- To be responsible for the assessment, tracking and reporting of progress of identified students.
- To take the initiative as appropriate to develop appropriate multi-agency approaches to supporting students.
- To recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- To collaborate with teachers in planning and delivering programmes of teaching and learning activities for classes. The primary focus is to undertake educational activities with individuals, groups and whole classes within a framework agreed with and under the overall direction and supervision of a qualified teacher.
- Assess, record and report on development, progress and attainment.
- Liaise with staff and other relevant professionals and provide information about students as appropriate.
- As required, to deal with the personal care and comfort of students, such as toileting and intimate care issues (in line with the Academy's guidance and direction).
- Support pupils in social and emotional well-being, reporting problems to the teacher as appropriate.
- To assist with the development and implementation of individual plans for pupils (such as EHCPs), including attendance at, and contribution to, reviews.
- Use behaviour for learning strategies, in line with the Academies policy and procedures, to manage the behaviour of students in and out of lessons.
- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback on pupil progress and achievement.
- To assist in the supervision of educational visits and community projects.
- To do corridor and outside supervision duties as required according to the duty rota produced by the Leader of Student Services.
- Any other task as appropriate to grade and as directed by the Principal or SENDCO

No job description can be fully comprehensive, and from time to time the successful candidate may have to undertake other professional duties as directed by the Principal. All roles will be reviewed annually to ensure the team is working as efficiently as possible

4. Person specification

Essential	Desirable
Qualification criteria <ul style="list-style-type: none"> • Right to work in the UK • GCSE or equivalent qualification) grade C or higher in Maths and English • Education to level 3 (A level) or equivalent • Willingness to obtain and/or enhance qualifications and training for development in the post 	<ul style="list-style-type: none"> • Degree level qualification
Relevant experience <ul style="list-style-type: none"> • Previous working with children in a secondary school • Experience of working with students with SEND 	<ul style="list-style-type: none"> • Experience of engaging families to support the schools work with students
Skills <ul style="list-style-type: none"> • Good numeracy and literacy skills • Good communication and interpersonal skills • Commitment to self-evaluation and continuous improvement and commitment to sharing best practice • Ability to maintain a professional persona and attitude with students • Ability to build relationships with students • Ability to maintain effective working relationships with adults • Ability to support and advise teaching staff in strategies which improve learning • Ability to manage potentially difficult conversations with parents/carers • Effective written and verbal communication skills • Pro-active approach – ability to identify issues, rectify or report to the appropriate person • Effective time management • Effective and efficient organisation and administrative skills • Ability to keep accurate records, and attention to detail • Ability to deal with sensitive information in a confidential manner 	<ul style="list-style-type: none"> • Knowledge of a range of issues relating to education and child development • Understanding of learning processes • Understanding of relevant policies and the code of practice and awareness of relevant legislation
Personal <ul style="list-style-type: none"> • Commitment to the safeguarding and welfare of all students • Be resilient and demonstrates the ability to work well under pressure • Able to adopt a flexible working practice • Excellent record of attendance and punctuality 	

Safeguarding recruitment statement

The University Academy of Engineering South Bank is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All appointments will be made subject to an enhanced Disclosure and Barring Service (DBS) clearance.

Period of Appointment: Permanent

Salary: £22,472 - £25,502 Pro-rata for term time only depending on experience. This will result in a salary range from £19,326 (Sup 10 term time only) to £21,932 (Sup 14 term time only)

5. Information for Candidates

Equal opportunities

The University Academy of Engineering South Bank recognises that equality of opportunity and the recognition and promotion of diversity are integral to its academic and economic strengths. The following principles apply in respect of the school's commitment to equality and diversity:

- To provide and promote equality of opportunity in all areas of its work and activity;
- To recognise and develop the diversity of skills and talent within its current and potential community;
- To ensure that all school members and prospective members are treated solely on the basis of their merits, abilities and potential without receiving any unjustified discrimination or unfavourable treatment on grounds such as age, disability, marital status, pregnancy or maternity, race, religion or belief, sex, sexual orientation, trans status, socio-economic status or any other irrelevant distinction;
- To provide and promote a positive working, learning, and social environment which is free from prejudice, discrimination and any forms of harassment, bullying or victimisation;
- To promote good relations between individuals from different groups.

Applicants with disabilities

University Academy of Engineering South Bank is keen to increase the number of disabled people it employs. We therefore encourage applications from individuals with a disability who are able to carry out the duties of the post. If you have special needs in relation to your application please contact the HR Department Komal.Bassi@uaesouthbank.org.uk

Travel expenses

The school will reimburse reasonable travel costs, for example standard class rail fare, to and from interview within the United Kingdom if agreed in advance.

Response

We very much regret that due to limited resources and the large number of applications we currently receive; we are only able to inform short listed candidates of the outcome of their application.

If you do not hear from us within four weeks of the closing date, please assume that you have been unsuccessful on this occasion. We would like to assure you, however, that every application we receive is considered in detail and a shortlist only drawn up after careful reference to a detailed person specification.

If therefore, your application is not successful, we hope that you will not be discouraged and will still apply for other suitable vacancies at University Academy of Engineering South Bank as and when they are advertised.

Thank you for your interest in the University Academy of Engineering South Bank.

6. How to Apply

Closing date:

Wednesday 11th July

Interviews:

Interviews will be held in the week beginning Monday 16th July

Informal discussion:

Applicants wishing to have an informal discussion about the role can talk to Sreepriya Bhowmik, SENDCO, on 020 7277 3000, or by email

Sreepriya.Bhowmik@uaesouthbank.org.uk

Applying:

If you wish to apply for this post please complete the TES online application form or application form which is available at www.uaesouthbank.org.uk together with a letter of statement (no more than two sides of A4) telling us why you wish to be considered for the post or complete the application.

Completed application forms on the website should be returned by the closing date to HR@uaesouthbank.org.uk or by post to:

Komal Bassi
University Academy of Engineering South Bank
Trafalgar Street
London
SE17 2TP