



Job Description – **Specialist Learning Support Assistant- Literacy**

Reports to: Heads of Department/ Department Manager

Direct reports: n/a

Location: West Heath School – Sevenoaks

Hours: 32.5 hours per week/ 39 weeks per year

The School:

West Heath School is a challenging place to work, but our dedicated staff rebuild lives through education. Teaching respect, encouraging responsibility, building relationships and developing resilience in our students is an integral part of the role. Our committed, dynamic and resourceful staff find the work rewarding.

We are a therapeutic community we are on an exciting journey to be registered as a therapeutic community and welcome staff who follow this ethos.

Main Purpose of the Role:

Specialist Learning Support Assistants at West Heath School will aim to support the School's mission statement, 'Rebuilding Lives through Education', by improving students' academic outcomes and promoting their social, emotional and mental health needs. The majority of Specialist Learning Support Assistants will be allocated to a specific department where they will be responsible for supporting the teaching and learning in the department. This may include, but is not limited to, teaching a small amount of lessons per week; working one-to-one with students; adapting and creating resources; acting as a mentor and an onsite presence in the school and promoting the values of the 4Rs- Respect, Relationships, Resilience and Responsibility. A Specialist Learning Support Assistant at West Heath School will be flexible and adaptable and strive for all students to enjoy their lessons and develop life skills that they can use both in and outside of the classroom.

Every member of staff plays a significant part in the students' ability to achieve their full potential and positive outcomes whilst at West Heath School. To do this we need to work collaboratively and always as a team, which is essential to the students' success and achievement.

Main Duties and Responsibilities:

The Post holder's duties will include but not be limited to:

Safeguarding:

- To undertake relevant Safeguarding training linked to the post and update as required.
- To ensure that you are aware of Safeguarding practices and policies and understand the escalation processes.

- Ensure that Safeguarding practice and policies are at the forefront of your practice with regard to the current guidelines from Keeping Children Safe in Education.
- Promote best practice safeguarding in all interactions with students.

Student Management

- To work with Line Management to provide appropriate guidance, support, set boundaries and nurture the students whilst they attend the school and any off-site provisions.
- To plan and deliver up to eight lessons per week and provide cover in your departmental area when needed.
- To support students with their education, providing in-class support and 1:1 environments as directed by the teacher.
- To support social interaction between students at social times as guided by your Line Manager.
- To support students when they are out of lessons, including those who abscond, and act as a visible presence around the school.
- To ensure that students receive a fresh start every lesson and every day,
- To work with the teachers to modify teaching and learning for your one-to-one students, according to their educational needs and abilities.
- To offer pastoral support students who are struggling to emotionally regulate in lessons.
- To be flexible and adaptable to re-engage students such as offering an intervention if the student is unable to access the learning.
- To promote the general progress and wellbeing of students and develop relationships with the students, getting to know their hobbies, interests and needs and sharing this information appropriately with all staff.
- To report on the progress, attainment and behaviour, of the students within your care, either verbally to the Learning Support Managers and/ or Pastoral Team and by using the West Heath School systems accurately and effectively.
- To adhere to a 'Promoting Positive Behaviour' approach; this includes using Restorative Approaches such as participating in Restorative Meetings with students and using the language of universal positive regard. All our staff must promote the concept of growth mindset and believe that all students and adults are capable of change.
- To communicate, consult and co-operate with other members of the school staff, including those having posts of special responsibility and parents/carers to ensure the best interest of students.
- To be a reflective practitioner and participate in SLISA observations as part of a supportive process of ongoing professional development.
- To ensure high standards of professional practice, including participating in CPD, and by leading by example, acting as an appropriate positive role model to all students remembering that the children are vulnerable and impressionable.
- To undertake physical intervention 'Team Teach' training and use skills as and when required.
- To be consistent in your approach and have a firm, yet fair manner.
- To be a reflective practitioner, always striving to improve your practice.

- To be creative in your approach and open to new ideas.

Health and Safety

- Always working safely and hygienically within Health and Safety and Safeguarding Guidelines and Policies.

Partnership Working:

- Sustain and develop positive working partnerships with all areas of the School.
- Implement/monitor and contribute to joint initiatives as required.
- To create and develop links between the department and wider school community.
- Celebrate and share success with students, colleagues and parents/carers.

Equality and Diversity:

- Ensure equality in the workplace regardless of race, age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race (including colour, nationality, and ethnic or national origin), religion or belief, sex, sexual orientation.
- Support people to express their individuality and uniqueness in all areas of life.

General:

- To act as an ambassador for West Heath School representing the school where necessary at Events and Meetings.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the line manager.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.
- Undertake any relevant training as identified.
- Ensure that professional standards are always met.
- To complete any tasks that are reasonably requested by your line manager or SMT.
- To ensure that professional standards are met; deadlines are met and adhered to; that LSA briefings and meetings are attended in a punctual matter and ensuring that student documents are regularly reviewed and updated.



PERSON SPECIFICATION: Specialist Learning Support Assistant

The successful candidate will be strong, forward thinking and inspirational. They will demonstrate commitment to the school's values and ethos, and have the robustness, unwavering enthusiasm and tenacity to meet the needs of this demanding post.

Requirement	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> Level 2 English and Maths Level 3 Teaching and Learning Support qualification and relevant qualification 	<ul style="list-style-type: none"> First Aid Team Teach
Experience	<ul style="list-style-type: none"> Experience working as a Teaching Assistant/ Support Assistant, in a school setting Working 1:1 or with groups of students 	<ul style="list-style-type: none"> Experience in SEN/ SEMH School Experience of working with students with Mental Health difficulties
Knowledge and skills	<ul style="list-style-type: none"> Pastoral skills Good standards of written and verbal English Organised and Pro-active How to support learning in a classroom or pastoral setting Excellent Microsoft office skills Additional relevant skills/ hobbies which will support the students learning such music/ art/ gardening/ literacy etc 	<ul style="list-style-type: none"> Attachment Aware and Trauma Informed Education/ Therapy models
Competence	<ul style="list-style-type: none"> Professional Ability to follow procedures/policies Ability to work as part of a team and independently Ability to communicate effectively with students Ability to take the initiative when required Ability to be confidential and sensitive. Teach and plan lessons 	
Personal Qualities	<ul style="list-style-type: none"> Resilient Compassionate Forgiving Nurturing Strong work ethic Ability to work in a way which reflects the Schools values/ ethos. Working practice which encompasses equal opportunities. 	

	<ul style="list-style-type: none"> • Willingness to address challenging issues with clarity of purpose and diplomacy • Ability to work under pressure and deal effectively with emerging situations. 	
Other	<ul style="list-style-type: none"> • Personal development - a strong interest in and commitment to continuous personal learning and development. • Enhanced DBS • Commitment to Safeguarding. 	<ul style="list-style-type: none"> • Full Driving Licence • Minibus driver

Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.