Vacancy - Higher Level Learning Support Assistant
Grade 6 (SCP 12 to 18) – Full Time Equivalent to £26,421 - £29,269
Actual Salary – Term time only £23,134 to £25,628
Term time only, 37.5 hours per week

About us

WMG Academy Coventry/Solihull is a thriving 'business like, business led' academy for aspiring young Engineers in key stage 4 &5, emphasising science, technology, engineering and maths, offering GCSEs including core subjects and A Levels or Technical qualifications or both. The career-based education on offer engages students, helping them find their niche, reach their potential and kickstart a career in the real world.

From the business dress to the structure of days, as well as opportunities to work with companies on real-life projects, parents see their child's confidence grow and their employment potential soar.

Who we're looking for

The role involves working with the Director of Inclusion and SENCo to provide support for students, teachers and the Academy in order to raise standards of achievement for students with Special Educational Needs by utilising advanced practitioner levels of knowledge and skills. The post holder will undertake the duties of a Teaching Assistant Level 3 to support all activities for students with Special Educational Needs to ensure they have equality of access to educational opportunities at WMG Academy.

Support for Learners

- Carry out specific small group and individual teaching for students with SEND and those with low literacy and numeracy skills including assessing students' progress;
- Use a wide range of specialist skills to meet the academic learning needs of pupils including diagnostic's and developing bespoke intervention activity;
- Working with the Examination Officer and Director of Inclusion, to ensure that students receive the support they are entitled to for exams;
- In accordance with arrangements made by the Director of Inclusion, progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present for a fixed amount of time.

Support for Teachers

- Provide information and reports as required on the achievement, attendance and progress of students**;**
- Schedule and manage intervention programs delivered by Learning Support Assistants;
- Record the outcome of student assessments of progress on a regular basis so that records are always up to date;
- Assess the needs of students and contribute to the planning, development, recording and assessing of Inclusion Passports.
- To liaise with the SEMH Practitioner and Counsellor as appropriate

Support for the Curriculum

- Plan and review timetables for Teaching Assistants under the direction of the SENCo;
- Plan and review timetables to support students in the classroom under the direction of the SENCo;
- Take and keep accurate records of minutes of meetings;
- Ensure that the SEND Register is kept accurate and up to date and that staff are kept informed of pupil special educational needs;
- Ensure that student files and records are kept up to date;
- Be responsible for the preparation, maintenance and control of stocks of materials and resources.

Support for the Academy

- Communicate regularly and effectively with the parents of students with SEN by holding meetings, writing letters & emails, conducting surveys and making telephone calls;
- Communicate regularly and effectively with staff to collect information and disseminate data and up to date information about students;
- Contact external agencies to support students as appropriate and to attend multi-agency meetings as appropriate;
- Be aware of and support difference and ensure all learners have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the Academy;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Assist with the supervision of learners out of lesson times;
- Accompany teaching staff and learners on visits and out of school activities as required and take responsibility for a group under the supervision of the teacher;
- Participate in training and other learning activities and performance development as required;
- Show a duty of care and take appropriate action to comply with Health & Safety requirements, safeguarding, security, confidentiality and data protection at all times reporting all concerns to an appropriate person;
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory;
- Acts as a role model to learners and provide guidance and personal support when required.

Pastoral Duties

- To be involved in the pastoral life of the Academy, fulfilling mentoring and pastoral roles in which your status as a role model within the academy is used to raise learners' aspirations and signpost effective personal development opportunities;

- Assist with enrichment activities, e.g. small sports activities, engineering projects, creative or learning support groups.

You will have: (list as appropriate)

- 5 A*- C (or 9-4) grades at GCSE including English and Maths and STEM
- L3 NQF qualifications or equivalent or experience in a relevant discipline

- Evidence of specialism in the following areas of need: ASD/SPLD
- Experience of working with young people demonstrating supporting barriers to learning and dealing with disadvantaged circumstances
- Good IT skills, communication skills, mature approach, organisation skills, professional and exceptional people skills including empathy.
- Evidence of continuous professional development.
- A commitment to safeguarding.

What we can do

Professional development is key to our ongoing success, so we continually invest in our employees through our learning and development opportunities, mentoring and progression opportunities across academies and engaging with our team of leading education experts.

We can also offer you a range of benefits, including competitive salaries, hybrid working where this is appropriate, flexible working, pension scheme and generous holiday entitlements.

Key Dates

Application Closing Date & Time: Monday 16th September 2024

Interview Date(s): Week commencing 23rd September 2024

Proposed Start Date: ASAP

Application Process

To apply for this vacancy please use the completed the Application Form fully and return this to:

J Bird at solihullrecruitment@wmgacademy.org.uk

Please note that we do not accept CVs and applications in this form will not be considered.

You should ensure your application form and supporting statement address all elements of the person specification. We will only consider candidates who meet the vast majority of the essential criteria outlined in the person specification.

Our Commitment

WMG Academy is committed to safeguarding, safer recruitment and promoting the welfare of pupils. Our comprehensive recruitment and selection processes aim to discourage and screen out unsuitable applicants. Successful candidates are subject to rigorous pre-employment checks. You will be required to provide evidence of identity, right to work in the UK, complete an enhanced DBS clearance and provide proof of professional qualifications. Online searches will be carried out as part of the recruitment process.

We are equally committed to eliminating discrimination and encouraging diversity. We aim for our workforce to be representative of society and that each employee feels respected. We oppose all forms of unlawful and unfair discrimination.