



## **Job Description** **Specialist Learning Support Assistant-HEART**

**Reports to: HEART Manager & HEART Tutor**

**Location:** West Heath School – Sevenoaks

**Hours:** Term time only (39 weeks) 8.30am-3.30pm Monday-Friday

### **Main Purpose of the role:**

To support the HEART team and to have specific pastoral and academic responsibility for up to 3 students.

### **Main Duties and Responsibilities:**

- To build a rapport with designated students in order to provide academic and emotional support
- To collaborate closely with the HEART team
- To establish regular contact with parents/carers
- To maintain regular records of students' progress
- To contribute to Annual Reviews and other meetings when required
- To be pro-active within the department

### **Health and Safety:**

Working safely and hygienically at all times within Health and Safety 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, sexual orientation or religious belief
- Support people to express their individuality and uniqueness in all areas of life

### **General:**

The Specialist Learning Supporting Assistant (SLSA) is a vital role within the team. The role is as diverse as it is challenging, an ability to “think on your toes” and have a positive “can do” attitude is essential, as is a good sense of humour and a striving to support our wonderful students in gaining valuable academic and life skills.

- 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 HEART Manager and HEART Tutor
- 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

**Qualifications and experience required for this role:**

See - Person Specification

*This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes*

## PERSON SPECIFICATION

Requirement	Essential	Desirable	Testing Method
1. Qualifications		NVQ 3 Supporting Teaching & Learning or Equivalent	Certificate Application form
2. Experience	<ul style="list-style-type: none"> <li>Experience of working in an SEN school</li> </ul>	Experience of working with students with mental health difficulties	Application form Interview
3. Knowledge and skills	<ul style="list-style-type: none"> <li>Working under pressure</li> <li>Managing crisis</li> </ul>	Some knowledge of mental health disorders	Application form Interview questions Taster day/lesson
4. Competence	<ul style="list-style-type: none"> <li>Organised and driven</li> <li>Ability to work under pressure and prioritise workload</li> <li>Able to work positively within teams</li> </ul>		Interview questions Taster day/lesson
5. Personal Qualities	<ul style="list-style-type: none"> <li>High degree of personal integrity with a commitment to confidentiality</li> <li>Approachable and aware of self and others</li> <li>Ability to challenge and influence</li> <li>Pro-active self-starter</li> <li>A strong interest and commitment to continuous personal learning and development</li> </ul>		Interview questions Taster day/lesson
6. Other	<ul style="list-style-type: none"> <li>Full driving license</li> </ul>		

### 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.**