



**KING EDWARD VI
SHELDON HEATH
ACADEMY**

Educational excellence for our City

Graduate Assistant – Learning Support

JOB DESCRIPTION

SCP 9-11

PURPOSE

- To secure the Academy's vision of equipping our young people with the enthusiasm and tools to make good progress in their learning.
- To facilitate and encourage a learning experience which provides students with the opportunity to achieve their full potential.
- To contribute to raising standards of student attainment.
- To share and support the Academy's responsibility to provide and monitor opportunities for personal and academic growth.
- Work specifically with a pupil who has cognitive and physical needs and deal with the personal / intimate care needs of a pupil where appropriate in line with the guidance of the local authority

REPORTING TO:

SEND Co-ordinator / Asst SENDCo

DUTIES & RESPONSIBILITIES

- To support the development of learning resources.
- To provide support to individual students including support with personal care where appropriate.
- To contribute to the pastoral support programme across the Academy.
- To carry out the administrative duties required to support the role.
- To work with teams across the Academy to make a difference to the lives of our students.
- To implement and support systems for SEND

OTHER DUTIES & RESPONSIBILITIES

- To continue personal development as agreed.
- To actively engage in the performance management process.
- Willing to support after school events.
- Contribute to the overall aims and work of the Academy.
- All staff have a responsibility for promoting and safeguarding the welfare of children and young people that they are either responsible for, or come into contact with
- To ensure all tasks are carried out with due regard to Health and Safety
- To adhere to the Confidentiality and Health and Safety Policies and to any relevant Internet Code of Practice



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- To adhere to the ethos of KESH Academy:
 - To promote the agreed vision and aims of the Academy
 - To set an example of personal integrity and professionalism
 - Attendance at staff meetings as appropriate

REVIEW

This job description may be subject to review and change to accommodate the changing needs of the Academy, after consultation, at the request of the Principal, Line Manager or Postholder

Post holder Signature:

Date of Signing:

Headteacher Signature:

Date of Signing:

PERSON SPECIFICATION

OUR VALUES

Thinking Big	<ul style="list-style-type: none">• Show energy, enthusiasm and passion for what you do• Demand the highest quality in all that you do, and in the work of your team• Willing to champion new ideas and think beyond the status quo• Show an ability to think creatively and 'outside of the box' in your area of expertise, continually seeking improvements in what you do to make the organisation better• Be open to new ideas and change where it will have a positive impact on the organisation• Show a willingness to embrace different ideas and ways of thinking to improve the Academy• Ability to 'look outside' – to continually learn about innovations in your field, new ways of doing things, and bring that learning into your work
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	<ul style="list-style-type: none">• Commitment to self-development, and developing your wider Team• Ability to self-reflect on yourself, your performance, and to think about how this could be improved further• Ability to encourage ideas from others in order to improve the organisation and build your team's confidence
Doing the Right Thing	<ul style="list-style-type: none">• Have integrity and honesty in all that you do• Make decisions that are based on doing the right thing, even when this means that they're unpopular or will lead to more work• Take responsibility and ownership for your area of work• Have difficult conversations or deliver difficult messages if that's what's required to do the right thing by our pupils• Be transparent and open• Be resilient and trustworthy• Stand firm and stay true to our mission
Showing Team Spirit	<ul style="list-style-type: none">• Understand how you can have a greater impact as a team than you can as an individual• Understand how you are part of your immediate team but also a much wider organisational team, in working towards our mission• Recognise that everyone is important within KESH, and show an ability to build strong working relationships at every level• Recognise and celebrate the success and achievements, no matter how small, of your colleagues• Be generous with sharing your knowledge to help to develop others• Understand and be willing to receive suggestions and input on your area of work from others• Support your colleagues, even when this means re-prioritising some of your work• Be aware of other peoples' needs and show an ability to offer genuine support• Show an awareness and respect for peoples' differences, and recognise how different characteristics and personal strengths build dynamic and great teams



KNOWLEDGE, EXPERIENCE & SKILLS

Requirement **Assessed at**
E – Essential **A – Application Stage**

D – Desirable **I – Interview Stage**

P – During the probationary period

		E	D	A	I	P
Organisational Fit	Thinking Big	X		X	X	X
	Doing the Right Thing	X		X	X	X
	Showing Team Spirit	X		X	X	X
Knowledge/Experience	Degree	X		X	X	
	Knowledge of GDPR requirements		X	X	X	
	Knowledge of Safeguarding requirements		X	X	X	
	Experience of using the Microsoft Office	X		X		
	Experience of administrative or secretarial work		X	X	X	
	Experience of working in a team	X		X	X	X
	Experience of working in an educational establishment		X	X	X	X
	Ability to work effectively within a team environment	X		X	X	X
	Ability to build and maintain effective working relationships with colleagues and pupils	X		X	X	
Skills	Ability to maintain confidentiality and sensitivity around information	X		X	X	X
	Good time management skills and ability to meet deadlines	X		X	X	X
	Ability to use ICT and other specialist equipment and resources	X		X	X	X
	Ability to communicate effectively	X		X	X	X



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