

The Chiltern School

Work Related LSA3

Job Description

School Vision

Where we learn and achieve together, where we dare to be different.

Our **vision** is to be a centre of excellence, to inspire, innovate and promote the best practice in inclusive pedagogy, that is recognised locally, regionally and nationally for SEND development and provision, where we put the pupils at the heart of all decision making. Our children will leave being happy, confident, inquisitive and independent.

Our **purpose** is to help develop young people by nurturing their talents. To provide outstanding educational provision for young people with SEND. We provide meaningful and purposeful learning that prepares them with the skills, knowledge and attitudes to be happy, confident, safe and independent adults who have the life chances they deserve.

Grade / Salary	NJC Level 3A Point 6-9 / £19,678.80-£20,688.56
Working Hours	35 hours per week, term time only plus 5 inset days

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General Duties

General description of the post

- Ensure that there is a planned approach to support maximum participation of the young person in work experience, placements, trainee work and job-related tasks.
- Acquire and/or complete risk assessments where required and complete necessary Educational visit and journeys (EVJ) processes and documents as per the schools EVJ procedures.
- Support young people with the structure required to complete work-based tasks with specific roles of experiences.
- Understand the concerns and needs of the young person and employer, facilitating communication on an ongoing basis, liaising with the Careers lead where required.
- Identify, when needed, strategies for reducing time, use of natural and other supports, accommodations, the use of visuals, structure and/ or aids and adaptations to support further independence over time.
- Provide pastoral, task completion, organisation and check in support to trainees working at the Chiltern school when required.
- Share good practice with other professionals and be willing to attend meetings or events if required.
- Actively participate to raise the profile of Careers related learning, supported work, work experience, placements and traineeships.
- Contribute to the tracking, monitoring and evaluation of progress and impact of work-related learning and placements.

Values and behaviour

All staff play a vital role in assisting to make the education of their pupils their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional

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relationships; and work with parents in the best interests of the students in the school.

Personal and professional conduct

All staff are expected to demonstrate good standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct throughout your career. It is important to maintain high standards of ethics and behaviour, within and outside school, by:

- treating pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to the position;
- having regard for the need to safeguard pupils' well-being, in accordance with statutory provisions;
- showing tolerance of and respect for the rights of others and not undermining fundamental British values, including: - democracy, the rule of law, individual liberty and mutual respect, and - tolerance of those with different faiths and beliefs;
- ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.

All staff must have proper and professional regard for the ethos, policies and practices of the school and maintain high standards in their own attendance and punctuality.

Responsibilities

The post holder is accountable to their line manager at all times.

Conditions of Employment

This Job Description does not form part of the Contract of Employment and the duties may be varied to meet the changing demands of the school at the reasonable discretion of the Head teacher and following consultation with you and will be reviewed annually as part of the appraisal process.

Because of the nature of this job, it will be necessary for the appropriate level of criminal record disclosure to be undertaken. Therefore, it is essential in making your application that you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences.

This post will be exempt from the provisions of Section 4(2) of the Rehabilitation of Offenders 1974 (Exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act, and, in the event of the employment being taken up; any failure to disclose such convictions will result in dismissal or disciplinary action by the Authority.

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The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers.

'The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment'.

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Please refer to these requirements when completing the application. The person specification is related to the requirements of the post as determined by the job description.

Person Specification			
Methods of assessment	Essential/ Desirable	Application	Interview
Qualification, Education and Training			
GCSE English and maths at A*-C grade	E	X	
Willingness to complete further training	E		X
Training in Systematic Instruction (TSI)	D	X	X
Level 3 Certificate in Supported employment	D	X	X
Experience and Knowledge			
A strong track record that demonstrates the ability to develop creative methods to engage young people	E	X	X
Experience of support role	E	X	X
Experience of completing risk assessments	D	X	
Experience of using the evolve database system	D	X	
Experience of supporting learning with young people with SEND	D	X	X

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Demonstrable knowledge of Equality and Diversity including SEND legislation and Safeguarding	E	X	X
Demonstrate a commitment to the educational values of the school and Careers Development Institute (CDI) code of ethics	E	X	X
Experience and understanding of person-centred planning and young person led learning	D	X	X
Knowledge of the Gatsby benchmarks.	D	X	
Experience of the Compass plus database system.	D	X	
Skills and Abilities			
Excellent time-management and proven interpersonal skills, able to work under pressure, prioritise work and meet deadlines	E	X	X
Self-motivated and be able to work from personal initiative	E	X	X
High levels of personal integrity and confidentiality	E	X	X
Highly ethical and professional standards when liaising with external partners including attending external visits with the ability to communicate effectively both orally and in writing, with young people, employers and other professionals	E	X	
Values and Behaviours			
At The Chiltern school we expect all staff to demonstrate and model our core values.	E	X	X

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Kindness, Resilience, Courage, Happiness, Respect, Humour and Curiosity.

These are particularly important for this role but you will also need to demonstrate that you are:

- Empathetic
- Diligent
- Able to work independently using their own initiative
- Approachable, friendly and flexible
- Organised and good at record keeping
- An innovative problem solver
- Reliable