

Post: Learning Support Assistant

Hours of Work: 11 hours x 38 weeks plus 2 non pupil days

Responsible to: SENDCo

Role: To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and Academy policies and procedures.

Main Duties & Responsibilities:

- Establish positive relationships with students supported
- Support the use of ICT in the classroom and develop students' competence and independence in its use
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate
- Promote positive student behaviour in line with Academy policies and help keep students on task
- Interact with, and support students, according to individual needs and skills
- Promote the inclusion and acceptance of students with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on student progress and behaviour
- Monitor and record student activities as appropriate writing records and reports as required
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher
- Assist with the development and implementation of IEPs
- To attend to students' personal needs including help with social, welfare, physical and health matters, including minor first aid.
- To assist with the preparation, maintenance and control of stocks of materials and resources
- Liaise with other staff and provide information about students as appropriate
- To supervise students for limited and specified periods including break-times when the postholder should facilitate games and activities
- To assist with escorting students on educational visits

General

- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- To understand and apply Academy policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development
- Attend relevant Academy meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for Health & Safety in the work place in accordance with current AET policies
- Ensure that all duties and services provided are in accordance with the Academy's Equal opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Other clauses:

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
- This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
- There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
- This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
- Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Qualifications & Experience	Specific qualifications & experience	Educated to NVQ Level 2 in learning support/early years, NNEB or equivalent qualification/experience, including GCSE grade C or above in English and Maths or equivalent Experience of working with children in a school environment
	Knowledge of relevant policies and procedures	Basic knowledge of First Aid and understanding of the Academy
	Literacy	Good reading and writing skills
	Numeracy	Good numeracy skills
	Technology	Knowledge of basic ICT to support learning
Communication	Written	Ability to write basic reports
	Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively
	Languages	Overcome communication barriers with children and adults
	Negotiating	Consult with children and their families and carers and other adults
Working with children	Behaviour Management	Understand and implement the Academy's behaviour management policy
	SEN	Ability to understand and support children with developmental difficulty or disability
	Curriculum	Good understanding of the Academy's curriculum

		Knowledge of literacy/numeracy strategies
	Child Development	Good understanding of the general aspect of child development Ability to assess progress and performance
	Health & Well being	Understand and support the importance of physical and emotional wellbeing
Working with others	Working with partners	Understand the role of others working in and with the Academy Understand and value the role of parents and carers in supporting children
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults
	Team work	Ability to work effectively with a range of adults
	Information	Know when, how and with whom to share information Ability to follow instructions accurately
Responsibilities	Organisational skills	Good organisational skills Ability to remain calm under pressure
	Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom
	Time Management	Ability to manage own time effectively
	Creativity	Demonstrate creativity and an ability to resolve routine

		problems independently
General	Equalities	Awareness of and commitment to equality
	Health & Safety	Basic understanding of Health & Safety
	Child Protection	Understand and implement child protection procedures
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality
	CPD	Be prepared to develop and learn in the role