***KNOLE ACADEMY***

**JOB DESCRIPTION**

**JOB TITLE: Learning Support Assistant**

**RESPONSIBLE TO: Inclusion Manager**

 **SENCo**

**Vice Principal, Pastoral**

**GRADE: Knole Academy Scheme 3**

ACCOUNTABLE FOR: providing support that will enable maximum access to the National Curriculum, as appropriate, and ensure students achieve their full potential thus enhancing teaching and learning.

The safeguarding of children and young people underpins the work of the Academy and must be adhered to as a prime responsibility. All staff working in the Academy must read and understand our Safeguarding Policy and Statutory Guidance on Safeguarding before employment begins and on a regular basis. In addition, certain particular duties are reasonably required to be exercised and completed in a satisfactory manner.

**PRINCIPAL RESPONSIBILTIES:**

Under the supervision of the Inclusion Manager:

* To work collaboratively with teachers and other staff to support the student’s emerging needs
* To implement and embed the specific strategies/interventions as recommended by the educational and health professionals
* To assist the student to access the curriculum through differentiation at the required level using a variety of resources which may include support with reading, writing or spelling; computer based learning, 1 to 1 withdrawal
* To promote greater independence in all areas
* To monitor and record progress towards individual student targets
* To become familiar with the different learning needs and teaching strategies for students with specific learning difficulties
* To submit reports for Annual Reviews and Transition Reviews
* To assist in the delivery of needs appropriate PSHCE and SMSC programmes in collaboration with the form tutor and year leader
* To act as a facilitator for all assessments both formal and summative
* To undertake appropriate training to enhance skills or knowledge
* To contribute to the development of differentiated materials for the student
* To be aware of the student’s needs and the appropriate strategies for meeting and managing these
* To attend AEN Department meetings
* To be aware of and follow academy procedures, Academy Improvement Plan and AEN departmental improvement plan
* To participate in training and other learning activities
* To carry out other duties as may be deemed reasonable by the line manager

**General Duties:**

* To be responsible for personal continued professional development
* To adhere to Health and Safety Regulations
* To ensure the safeguarding of students is a primary concern
* To be a First Aider (training will be given if necessary)
* To keep confidential any issues related to Knole Academy which are deemed confidential
* To participate in appropriate meetings
* To read, understand and adhere to all academy policies

This 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 at any time after consultation with the holder of the post.

Signed…………………………………………. (Post Holder) Date……………..

Signed………………………………………… (Principal) Date……………..

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| **KNOLE ACADEMY**PERSON SPECIFICATION – LEARNING SUPPORT ASSISTANT |

The person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

The Learning Support Assistant must have:-

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|  | **Essential** | **Desirable** | **Measured** |
| **Education &** **Qualifications** | * A minimum of Level 2 or equivalent standard of education
* A first aid qualification (training will be given if necessary)
 |  | * Application
* Interview
* Reference
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| **Skills** | * Ability to apply behaviour management policies and strategies which contribute to a purposeful learning environment
* Must have excellent communication skills, both verbal and written
* Good ICT skills
* An organised and methodical approach to administrative procedures
* An understanding of relevant policies, codes of practice and legislation
 | * A good working knowledge of SIMS
* A good working knowledge of Microsoft Office/Outlook
 | * Interview
* Application
* Reference
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| **Attributes** | * Must be able to use own initiative, work independently, motivate and inspire with a creative approach to problem solving
* Must have the ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances/situations
* A flexible working attitude
* Successful and recent experience of working with children of relevant age
* The ability to work as part of a team
* A high level of integrity
* Appropriate attire for this position
* The ability to work unsupervised
* A good sense of humour
 |  | * Application
* Interview
* Reference
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