

**Dixons Kings Academy**

**Job Description: Learning Support Assistant**

**Pay Scale: 13 - 17 (FTE - £16,100.41 - £17, 545.72)**

**Full Time (Term Time Only – 37.5 hours per week) Pro Rata - £ 14,168.36 - £ 15,440.23**

**Responsible to: SENDCo**

**Main Duties:**

To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision, supported by direction from teaching staff and in line with Dixons Academies Trust policies and guidance. This may involve planning, preparing and delivering learning activities for individuals/ groups or short-term for whole classes. It may also involve the monitoring of learners and assessment, recording and reporting on achievement, behaviour for learning, progress and development.

You may also be deployed to other areas of the Academy with modified duties in line with the SEND and Academy priorities. This role requires transferable and adaptable skills set.

**Duties and Responsibilities**

**SUPPORT FOR LEARNERS & FAMILIES**

* Establish productive working relationships with learners and their families to provide advice, training and guidance as required in school and home settings
* Promote the inclusion and acceptance of all learners within the classroom and faculty
* Support learners to manage their behaviour consistently whilst recognising and responding to their individual needs in order to meet or exceed learning expectations
* Encourage learners to interact and work co-operatively with others and engage all learners in activities
* Promote independence and employ strategies to recognise and reward achievement and self-reliance
* Promote the inclusion and acceptance of all learners within the classroom and faculty
* Provide feedback to learners in relation to progress and achievement including assessing learners against national curriculum levels
* Facilitate small group work in the classroom, and in particular creating time for the subject teachers to work with students who have SEN
* Accompany students with specific difficulties on trips or visits
* Facilitate small group work in the classroom, and in particular creating time for the subject teachers to work with students who have SEN
* To deliver timely interventions that support accelerated progress for learners with SEND
* To use a rage of data to inform strategies to ensure good progress for all learners with SEND

**SUPPORT FOR TEACHERS**

* Organise appropriate learning environments and resources alongside the class teacher.
* Within an agreed system of supervision, plan challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
* Monitor and evaluate learner responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
* Provide objective and accurate feedback and reports as required on learner achievement,

 progress and other matters, ensuring the availability of appropriate evidence

* Record progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
* Work within an established behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence
* Supporting the role of parents in learners’ learning and contribute to meetings with parents to provide constructive feedback on learner progress/ achievement etc
* Support the delivery of exams and other summative assessments

**STRATEGIC SUPPORT**

* Support or deliver learning activities within an agreed system of supervision, adjusting activities according to learner responses/needs
* Deliver learning interventions as required e.g. Lexia, Accelerated Reader, Word Shark, EAL interventions, Fresh Start, etc
* Use ICT effectively to support learning activities and develop learners’ competence and independence in its use
* Select and prepare resources necessary to lead learning activities, taking account of learners’ interests and language and cultural backgrounds
* Advise on appropriate deployment or signpost the use of specialist aid/resources/ equipment
* To promote the inclusion values across the Academy
* To support a students centred ethos amongst staff and students

**SUPPORT**

* Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, quality assurance, confidentiality and data protection, reporting concerns to an appropriate person
* Be aware of, support difference, and ensure all learners have equal access to opportunities to learn and develop
* Contribute to the overall ethos/work/aims of the organisation
* Establish constructive relationships and communicate with other agencies/professionals, in liaison with the lead professional, to support achievement and progress of learners
* Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
* Deliver out of school learning activities within Academy guidelines
* Contribute to the identification and execution of appropriate out of school learning activities
* To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/ her acts or omissions at work, in accordance with Health & Safety legislation
* To promote the protection and safeguarding of learners through the active implementation of relevant Academy policies and procedures with particular reference to: child protection policy the staff code of conduct, and to raise any concerns relating to such procedures which may be noted during the course of duty
* You will be required to have a valid Enhanced DBS disclosure
* Any other reasonable duty as requested by the Principal
* You may be required to work outside of your subject specialism