JOB DESCRIPTION

Job Title: Learning Support Assistant

Responsibility Level: £16,000 full time, all year round

Accountable To: Executive Principal, Principal & Governing Body

Responsible To: AENCO

Accountable For:

Ensuring that the areas of Academy life for which I am responsible contribute to outcomes above expectations for the Academy students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the Academy so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Academy's activities and that this in turn ensures that everybody takes pride in all aspects of the Academy's work.

Responsibilities

OVERALL RESPONSIBILITY

1. Assume overall day to day responsibility for a named statemented student and all of their academic and pastoral needs whilst at the Academy
2. Work with a named statemented student, providing appropriate one-to-one support for them in all of their classes and social times as the statement dictates
3. Act as the 'key worker' for the statemented student and coordinate communication with family and external agencies as appropriate
4. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to the *Every Child Matters* agenda and Area Child Protection Procedures.

DUTIES

Supporting Learning - Supporting Teachers

1. Work effectively as part of the teaching support team and with teaching staff in contributing to the quality of teaching and learning. This includes attending meetings where there are items relevant to the named statemented student on the agenda.
2. Support and complement the work of Teachers by:
   - Planning with the Teacher and preparing practical resources for the lessons that the named statemented student will use such as apparatus, differentiated worksheets or visual aids.
   - Responding to individual needs by personalising resources for the named statemented student
   - Supporting the Teacher in behaviour management and reinforcing agreed rules in working with the named statemented student
   - Formulating, with the AENCO the detailed operational IEP for the named statemented student and monitoring its implementation and review.

3. Work with and act upon guidance provided by Teachers and other professionals such as Speech Therapists and Educational Psychologists.
4. Liaise regularly with the Teachers of the named statemented student regarding progress, any concerns or any difficulties with accessing work and/or resources.
5. Arrive in class, on or before the start of the lesson
6. In accordance with the Academy's policies and procedures, report to the appropriate Teacher any incidents of disruptive or unacceptable behaviour by the named statemented student that may not be known to the Teaching staff.
7. Set a good example in terms of personal presentation, attendance and punctuality.

Supporting Learning - Supporting a Statemented Student

1. Assist in the promotion of development and learning (physical, emotional and behavioural) of the named statemented student
2. Be familiar with a range of teaching resources and strategies suitable for the needs of the named statemented student
3. Contribute to the Academy's Enrichment Programme as indicated within the Academy Improvement Plan, e.g. by assisting on Academy educational visits and various activities.
4. Respond to questions from the named statemented student about the content of the lesson being taught and their progress
5. Respond to all of the named statemented student's needs: e.g. by preparing and using specialist materials to support them and promote rapid progress in their learning

Behaviour, Guidance and Support for a Statemented Student

1. Provide support for the named statemented student (if they have specific behavioural needs)
2. Assist the named statemented student on arrival, during movement time and on departure from Academy.
3. Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported concerning the named statemented student
4. Support all members of staff in providing a safe learning environment.

Health and Safety

1. Complete and, if appropriate, use Basic First Aid training and attend update courses.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all matters of Health, Safety and Welfare.

Continuing Professional Development

1. With your Line Manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to Academy efficiency, which may lead to improvements in the day-to-day running of the Academy.
2. Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.
3. Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

OTHER REQUIREMENTS

1. To promote and safeguard the welfare of children at the Academy.
2. To maintain confidentiality at all times.
3. To be aware of and adhere to all Academy policies and procedures.
4. To carry out any other duties as may be reasonably required by the Principal.
5. To work in support of the Academy Improvement Plan.
6. To take time to read notices, keep to deadlines and carry out duties to the best of your ability.