

# Capital City Academy - Job Description: Support Staff – Term Time Only

## Title of Post

**Learning Support Assistant**

## Salary

**Scale 1d – 2a + holiday entitlement**

## Hours per week

**37**

## Weeks per year

**39**

## Reporting to

**SENDCo**

## Job Purpose

To provide targeted in class support and to lead small intervention groups.

To plan with teachers to ensure all SEND students make expected or better progress.

## Generic Duties

- To be an active member of the Capital Support Staff Team and to support the Principal in embedding a strong Culture for Learning across the Academy.
- To attend relevant meetings and provide administrative support as required.
- To be an effective line manager/ line managee.
- To maintain high expectations and standards at all times contributing to the positive ethos of the Academy.
- To contribute to the promotion of equal opportunities and celebration of diversity in all aspects of the work of the Academy.
- To take personal responsibility for professional development and to participate in the Academy's arrangements for Appraisal using BlueSky. INSET activities may be requested via Bluesky and TOIL may be taken for INSET undertaken outside of work hours.
- To take responsibility for the safeguarding of young people. Capital City Academy is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. All staff must attend at least annual safeguarding training and read Keeping Children Safe in Education at least annually and whenever it is updated. All staff must report any safeguarding concerns to the Designated Safeguarding Team immediately.
- To be willing to obtain a nationally recognised First Aid certificate and / or undertake fire marshall training to assist in the safety and welfare of the students.  
To undertake such further activities as may reasonably be directed by the line manager or Principal.

## Specific Duties

### Teaching and learning

- Assist in raising the attainment of identified pupils under the direction and guidance of the SENDCo and CAL of the department the LSA is linked with.
- Learning Support Assistant to work closely, support, and plan with, the CAL and members of staff in the department that they are linked to.
- Assist in the implementation and creation of Individual Education Plans and targets for pupils and help monitor their progress.
- Provide support for individual pupils inside and outside the classroom to enable them to make at least expected progress.
- Plan with teachers and create differentiated resources to support SEND pupils' progress.
- Use data to identify areas of underachievement and take action in line with requests of the SENDCo.
- Work with advisory staff .
- Monitor and record the progress of pupils in lessons.

### Administrative duties

- Record support plan for each lesson in planner. Keep up to date data and front sheets.
- Undertake other duties from time to time as SENDCo requires
- Maintain an accurate log of pupils supported.
- Keep all information regarding lessons, students, data and planning in a folder and planner in line with the academy policy.

#### Working with pupils

- Develop an understanding of the special educational needs of the pupils concerned.
- Take into account a pupil's SEND and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
- Build and maintain successful relationships with pupils, treat them consistently, with respect and consideration.
- Help promote independent learning.
- Help reinforce learning.
- Assist pupils with physical needs.
- Help pupils record homework in an appropriate way.
- Develop study and organisational skills.
- Help keep pupils on task and to build motivation.
- Model good practice.
- Support the department with any Lunchtime or after school clubs as appropriate.
- Maintain regular contact with parents/carers of the pupils receiving support, to encourage positive family involvement in the pupil's learning.

#### Working with colleagues

- Meet weekly with post holders to review pupil progress.
- Plan and arrange meetings with classroom teachers where necessary to contribute to planning lessons / activities.
- Support classroom teachers with planning differentiated activities for identified groups.
- Build and maintain good relationships with parents.
- Undertake professional duties that may be reasonably assigned, for example, to collect information for Annual Reviews, Educational Health Care plans, or other student assessments

### Person Specification

| Competency                  | Essential  | Desirable   |
|-----------------------------|--|---|
| Qualifications              | <ul style="list-style-type: none"> <li>• Undergraduate degree</li> <li>• Qualifications in English Language and Maths to at least GCSE/ level 2 or equivalent.</li> </ul>  | <ul style="list-style-type: none"> <li>• A relevant qualification in childcare or education. Relevant level 3 qualification.</li> </ul> |
| Experience                  | <ul style="list-style-type: none"> <li>• 3 years' experience of working with children of secondary school age.</li> </ul>  | <ul style="list-style-type: none"> <li>• Experience of leading a team of staff in a secondary school setting.</li> </ul>                |
| Knowledge and Understanding | <p>The Teaching Assistant should demonstrate knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>• the needs of young children;</li> <li>• child development and the ways in which children learn;</li> <li>• the roles played by various adults in a child's education;</li> </ul> | <ul style="list-style-type: none"> <li>• Knowledge of developments regarding national SEND policy, and SEND Code of Practice</li> </ul> |

|        |   |  |
|--------|---|--|
|        | <ul style="list-style-type: none"> <li>• Behaviour management strategies;</li> <li>• Equal opportunities safeguarding</li> </ul>  |  |
| Skills | <p>The Teaching Assistant will be able to:</p> <ul style="list-style-type: none"> <li>• help professional staff to achieve their objectives;</li> <li>• assist children on an individual basis, in small group and whole class work;</li> <li>• explain tasks simply and clearly and foster independence;</li> <li>• supervise children, and adhere to defined</li> <li>• behaviour management policies;</li> <li>• accept and respond to authority and supervision;</li> <li>• work with guidance, but under limited supervision;</li> <li>• liaise and communicate effectively with others;</li> <li>• demonstrate good organisational skills;</li> <li>• reflect on and develop professional practice;</li> <li>• Use ICT effectively;</li> <li>• display work effectively, and make and maintain basic teaching resources.</li> </ul> | <ul style="list-style-type: none"> <li>• Monitor, record and make basic assessments about individual progress</li> <li>• Suggest alternative ways of helping children if they are unable to understand;</li> <li>• Describe, in simple terms, the process of behaviour management with children;</li> <li>• Identify gaps in their own experience that they need help in filling;</li> <li>• Demonstrate the ability to learn and adapt from past experience.</li> </ul> |

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