



Job Description

Learning Support Advisor

[12 Month Fixed Contract]

Line Manager: HLTA

Job Purpose

- To work under the direct instruction/guidance of the SENCO to undertake support programmes, to assist the teacher in tasks to accelerate the progress of SEND students. Work may be carried out in the classroom or outside the main teaching area.
- To work as part of the SEND team to support students on the SEN register

Responsibilities and Tasks

Support for Students:

- Supervise and provide particular support for individual students on the SEND register inside and outside the classroom ensuring their safety and to enable them to fully participate in learning activities.
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under the guidance of the SENCO and class teacher.
- Establish constructive relationships with parents/carers.
- Work with other professionals, such as speech therapists and occupational therapists, as necessary.

Support for Teachers

- Create supportive environment, in accordance with lesson plans and promote accelerated progress of SEND students.
- Responsible for creating and using strategies, in liaison with the class teacher, to support students to achieve learning goals.
- To lead on and assist with the planning of learning activities in relation to identified students.
- Promote good student behaviour, dealing promptly with conflict and incidents, under the guidance of the class teacher, in line with established policy and encourage student to take responsibility for their own behaviour.
- Administer routine tests and invigilate exams or act as a scribe/reader when required, in lessons and in all internal and external examinations.
- Provide basic clerical/administrative support as required within the SEND Faculty.
- To be able to understand and use academic data effectively in order to promote accelerated progress of SEND students.

Support for the Curriculum

- Responsible for the preparation and development of agreed curriculum activities.
- Undertake training on programmes linked to local and national learning strategies, e.g. literacy and numeracy as appropriate, recording achievement and progress and feeding back to the Inclusion Faculty.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.

- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and to meet students' needs.

Equal Opportunities

- The member of staff will at all times carry out the duties and responsibilities of the post with due regard to the Academy's equal opportunities policies.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.

Other

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Be aware of the confidentiality component to this role and be prepared to hold the trust and confidence of both the students and teachers.
- Participate in training, meetings, other learning activities and performance development as required.
- Assist in the supervision of students out of lesson times, including before and after school.
- Participate in the performance management processes at the Academy throughout the year
- To play a full part in the life of the Academy community, to support the distinctive aim and ethos of the Aspirations Academies Trust and to encourage staff and students to follow this example.
- To show a record of excellent attendance and punctuality.
- To adhere to the Academy's Dress Code.
- Any other duties as commensurate within the grade in order to ensure the smooth running of the Academy.

General:

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Role review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the post holders's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the postholder subject to the Principal's approval.



Person Specification

Learning Support Advisors

1. Experience	Essential	Desirable
Good general level of education including a GCSE or equivalent in both English and Mathematics of Grade 'C' or above.	✓	
Completion of nationally accredited Teaching Assistant qualification	✓	
Qualification/training in relevant learning strategies e.g. literacy	✓	
First Aid at Work qualification	✓	
Experience of working with young people	✓	
Experience of working in an educational establishment	✓	
Experience of working as part of a team.		✓
Experience of working with young people who have emotional or behavioural difficulties		✓
Experience of working in a school/academy in a Teaching Assistant (or similar) role		✓

2. Skills and knowledge	Essential	Desirable
Awareness and understanding of Health & Safety regulations and practice relative to the post	✓	
Excellent interpersonal skills and be able to communicate effectively both orally and in writing, with young people and adults	✓	
Flexible approach with excellent organisational skills	✓	
Ability to establish and maintain effective working relationships at all levels whilst demonstrating a flexible approach.	✓	
Ability to use initiative and work independently or collaboratively as part of a team	✓	
Ability to interpret and use academic data effectively	✓	
Ability to work effectively under pressure, prioritise and meet deadlines	✓	
Knowledge of ICT systems including Microsoft Word, Excel, PowerPoint	✓	
Ability to promote a positive ethos and role model positive attributes	✓	
An awareness and sensitivity to students' needs	✓	
Ability to challenge in a constructive manner.	✓	
Understanding of the national curriculum, learning programmes/strategies		✓

3. Personal Qualities	Essential	Desirable
High personal and professional standards	✓	
A good general level of fitness in order to be able to fulfil the duties of the role	✓	
Enthusiasm and commitment to ensure high standards are maintained	✓	
A willingness to undertake associated training and personal development	✓	
A commitment to Equal Opportunities	✓	
A commitment to safeguarding and promoting the welfare of children and young people.		
Commitment to confidentiality and sensitivity	✓	