

JOB DESCRIPTION

Job Title: Learning Support Assistant

Department: Learning Support

Responsible to: Assistant Vice Principal (Inclusion)

Job Purpose

To support students with learning difficulties/disabilities in mainstream classes and small groups in order that students with SEND achieve their full potential in school.

Safeguarding

Our academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Duties

Students

- 1.1 To support students with special educational needs and disabilities (SEND), across the curriculum.
- 1.2 To provide support in a classroom setting, assisting teachers in the delivery of a subject lesson as directed.
- 1.3 To provide 1:1 supervision and support for basic academic and functional skills programmes.
- 1.4 To liaise with each subject teacher supported, and establish working roles.
- 1.5 To be fully aware of all Individual Education Plans (IEPs) relating to specifically supported students.
- 1.6 To offer advice to staff on the special needs of individual students.
- 1.7 To read through materials with students who experience difficulty with reading, to check understanding and develop vocabulary.
- 1.8 To assist with recording information for students who experience difficulty with written language.
- 1.9 To photocopy, enlarge and word-process resources as appropriate.
- 1.10 To be a resource for all students in class so as to avoid labelling of students with special educational needs (without compromising the interests of pupils on the Essex Stages of Assessment).
- 1.11 To ensure that homework set is understood by supported students and recorded in their student planner as needed.
- 1.12 To attend and assist on school trips when required.
- 1.13 To be aware of and be sensitive to the health and social problems of students
- 1.14 and the confidentiality thereof.
- 1.15 To be receptive to the worries and concerns of students and know how to pass

them on appropriately.

- 1.16 To provide information to pastoral staff concerning the progress of SEND students and be available for consultation.
- 1.17 To support students with their personal care needs when required.
- 1.18 To use Provision Map to access and record student information
- 1.19 To be a Reader/Scribe in exams

Curriculum & Assessment

- 2.1 To prepare work for students with special educational needs.
- 2.2 To assist teachers with planning in order to support the needs of individual students, and identify appropriate resources.
- 2.3 To be aware of the results of reading and spelling tests, and how they relate to the needs of individual students.
- 2.4 To assist with individual programmes for spelling, reading, handwriting, concept mapping and dyslexia.
- 2.5 To assist with assessments of students' work and practical tasks.
- 2.6 To contribute to the reviews/assessment of student progress including the completion of feedback sheets for review.

General

- 3.1 To attend required meetings and training sessions
- 3.2 To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- 3.3 To comply with individual responsibilities for health & safety in the workplace in accordance with the academies' policies and procedures, including completion of online health & safety training
- 3.4 To ensure that all duties and services provided are in accordance with the academies' Equal Opportunities Policy
- 3.5 To maintain confidentiality in all academy related matters
- 3.6 To undertake any other duties commensurate with the post, as directed by line manager

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers Pay and Conditions document (TPCD).
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The 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 or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Person Specification

Criteria	Standard	Essential /Desirable
1. Specialist Knowledge & Experience	<ul style="list-style-type: none"> ● Experience working with children ● Excellent literacy and numeracy skills including Maths and English GCSE or equivalent ● Good IT skills ● Experience of maintaining confidentiality and handling matters with sensitivity and discretion ● Knowledge of Health and Safety 	E
	<ul style="list-style-type: none"> ● Experience of working with students with learning difficulties or disabilities ● Educated to A level standard or equivalent 	D
2. Organisation & Planning	<ul style="list-style-type: none"> ● Experience of managing multiple tasks to deadlines ● Ability to plan work on a weekly basis 	E
3. Problem Solving & Initiative	<ul style="list-style-type: none"> ● Experience of resolving problems independently and using initiative ● Ability to adapt quickly and effectively to changing circumstances/situations ● Ability to stay calm under pressure 	E
4. Communication	<ul style="list-style-type: none"> ● Ability to communicate effectively to students and staff, both orally and in writing 	E
5. People Skills & Customer Focus	<ul style="list-style-type: none"> ● Experience of building and maintaining effective relationships with others including negotiating effectively ● Experience of working effectively as part of a team ● Demonstrate a commitment to equality ● Ability to motivate and inspire others ● Experience of providing excellent customer service with the ability to be proactive and anticipate students needs 	E
6. Flexibility	<ul style="list-style-type: none"> ● Able to work at both Witham AET academies ● Able to work flexibly to meet academy needs ● Willing to undertake relevant training courses 	E
7. Safeguarding	<ul style="list-style-type: none"> ● Understanding of safeguarding / child protection procedures 	E