



**Date last modified:**     **January 2017**

**JOB TITLE:**                **Learning Support Assistant**

**GRADE:**                    **JG4**

**SCHOOL: Broadoak Mathematics and Computing College**

**1. JOB PURPOSE:**

To support and contribute to the inclusion of identified pupils with Special Educational Needs and Disabilities (SEND) in collaboration with the designated team.

**2. RESPONSIBILITIES AND ACCOUNTABILITIES:**

*Where mention is made of the Headteacher, this could be some other specified line manager such as the Head of Education Support, Teacher and/or Bursar)*

- (i) Deliver classroom support for pupils planned with and supervised by teachers (Individual and small groups – e.g. SEND, Inclusion, EAL, WAVE 2 or 3 provision, Gender, G&T).
- (ii) Provide appropriate level of support needed by pupils to promote independent learning. Work with teachers and teams to differentiate materials and delivery using AFL & National Strategy support materials.
- (iii) Contribute to the planning, monitoring and assessment cycle for age range/s. Contributes to review meetings and setting outcomes.
- (iv) Involvement in home/school contact with parents and carers under the supervision of Team Leader.
- (v) Contribute to support and study groups timetabled outside of lesson time – e.g. EAL support lessons.
- (vi) Carry out such other duties as are required and as are commensurate with the grade of the post.

## Support for the school:

### (i) *Develop and maintain working relationships with other professionals*

Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner

Take an active role in supporting and developing a culture of team working for the benefit of pupils', both individually and collectively.

Participate in staff, team and planning meetings.

Contribute towards short-term planning with other Learning Support Assistants, Teaching Assistants and Teaching staff, preparation of differentiated resource materials in order to meet the needs of individual students.

Use own initiative to appropriately support students and colleagues in classroom context. Team leader/ Teachers to provide support and guidance on a formal and informal basis. Professional judgment to be applied in relation to student learning. School policies and referral procedures must be followed, particularly regarding child protection.

Provide support to improve levels of inclusion and achievement for students with SEND. mainly through support for students directly and through some development activity with the team.

### (ii) *Contributing to the Management of pupil behaviour and security*

Contribute to the development and maintenance of school policies which encourage positive pupil behaviour and implement agreed behaviour management procedures in the classroom. Have an awareness of child protection issues and policies.

Be aware of and understand the School's Equality and Diversity Policy and the Council's Race Equality Scheme and ensure at all times that the duties of the post are carried out in accordance with the Policy.

Ensure compliance with all Health and Safety legislation and associated codes of practice and authority policies.

### (iii) *Review and Develop own professional practice*

Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development. Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

### 3. SPECIAL NOTES OR CONDITIONS:

The post holder is subject to the provisions of all child protection legislation, and the Authority's policies governing staff who work with children and vulnerable adults.

#### Job Dimensions (Specific to the post holder)

No of Staff Supervised: None  
Budget: N/A  
Other Resources: N/A

#### School Dimensions

Status: *Secondary*  
Pupils on Roll: Approx 900  
No of Staff: *Teachers 53 Support Staff 55*  
Annual Budget: £4.7M

Contacts: Students and staff within the school, parents and carers.

### 4. QUALIFICATIONS AND EXPERIENCE:

| Area         | Essential   | Desirable  |
|--------------|---|--|
| Education    | Candidate will have a qualification in Literacy and Numeracy equivalent to GCSE Grade A*-C or Level 2, on the national vocational framework.<br><br>NVQ/VRQ Level 2 Teaching Assistant qualification. | Working towards NVQ/VRQ Level 3 Teaching Assistant qualification.  |
| Experience   | A minimum of 18 months working as a Learning Support Assistant in a Secondary school.   | Two years or more experience as a Learning Support Assistant in a Secondary school.<br><br>Working with students of Secondary age within an appropriate context. |
| IT skills    | Basic ICT skills.   |  |
| Other skills | Excellent and effective communication skills.   |  |

|           |   |  |
|-----------|---|--|
| Qualities | <p>Ability to work flexibly within a team and motivate students.</p> <p>Demonstrate a positive attitude.</p> <p>Reliability, motivation and resilience under pressure.</p> <p>Attendance at directed times.</p> | <p>Some knowledge of</p> <ul style="list-style-type: none"> <li>• ECM</li> <li>• Child Protection procedures</li> <li>• SEND code of practice</li> </ul> <p>Occasional attendance at events beyond school hours, by agreement.</p> |
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#### 5. SUPERVISORY RESPONSIBILITY:

The post holder does not have supervisory responsibilities for other staff.

#### 6. SUPERVISION RECEIVED:

Work within a framework as directed by senior colleagues. Contributes towards planning and delivering within this framework. Ongoing dialogue with team leader and teachers, with timetabled meetings and performance review.

RECEIVED: .....

DATED: .....