

**Job Title:** 1-2-1 Learning Support Assistant

**Academy:** Unity City Academy

**Responsible to:** SENDCO

To work under the direct instruction of teaching/senior staff, to support access to learning for pupils.

Responsible for working across a discrete range of pupil need e.g. pupils with disability, learning difficulties or behavioural problems. This may include pupils with a high learning ability ('gifted/talented'). For the most part this will be delivered on a one-to-one basis, however the expectation is that you may also work with pupil groups as directed to support learning on a wider scale and allow individual pupils the opportunity to develop independence.

Responsible for promoting individual pupils' academic, social and emotional development through the development and implementation of programmes of pupil work and support and in the provision of a stable, caring and supportive learning environment; to enable the pupil(s) to achieve their full learning potential and facilitate their personal, academic, social and moral development.

Provide general support to the school as directed by teaching/senior staff in the management of pupils, learning opportunities and school environment.

### **Main Duties:**

- To provide in-class learning support across a range of curriculum subjects
- To act as a Key Worker to provide personal guidance and support
- To take into account the student/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
- To build and maintain successful relationships with student, treat them consistently, with respect and consideration.
- To help promote independent learning
- To assist in the SEND Department to provide learning support to students identified as having a learning need

There is a requirement to submit to an enhanced DBS background check. Term time working. There may be a need to occasionally work outside of school hours and off school premises, as required by the school. No smoking policy.

### **Other Clauses**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

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. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
6. 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.
7. 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

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**Academy:** Unity City Academy

Essential Criteria	How Identified	Desirable Criteria	How identified
<b>SKILLS</b> High level of numeracy/literacy skills  Use technology – computer, email, video, photocopier  Ability to relate well to children and adults  Ability to work constructively as part of a team	Application form and selection process  Application form and selection process  Application form and selection process  Application form and selection process	GCSE Maths and/or English grades A-C  Bi/multilingual	Provide evidence by producing certificate
<b>KNOWLEDGE &amp; UNDERSTANDING</b>  Experience of working with young people with a severe to moderate learning difficulty  Experience of or an understanding about young people who present with social and emotional difficulties  Experience of working with young people with dyslexia or a knowledge of dyslexia	Application form and selection process  Application form and selection process	Appropriate knowledge of first aid  To be aware of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection.	Application form  Application form and selection process
<b>QUALIFICATIONS/ TRAINING</b>  Level 2 NVQ or equivalent in relevant support role or willingness to complete within	Application form and selection	Completion of DfES Teacher Assistant Induction	Application form and Certificate

<p>an agreed timescale.</p> <p>Participate in development and training opportunities</p>	<p>process</p> <p>Application form and selection process</p>	<p>Programme</p>	
<p><b>OTHER CONDITIONS</b></p> <p>Each of the academies within the AET is committed to safeguarding and protecting the welfare of children and expects all staff to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts.</p>	<p>Application form and selection process</p>		