

**THE HOWARD PARTNERSHIP TRUST**  
**Three Rivers Academy**  
**LEARNING SUPPORT ASSISTANT JOB PROFILE**

Grade	Job Title	Capsule job profile	Competencies	Qualifications, Training and Development
<b>S5</b> <b>£15,694 to</b> <b>£18,306pa</b> <b>pro rata</b> <b>(£18,410 to</b> <b>£21,474pa</b> <b>FTE)</b>	<b>Learning Support Assistant</b>  36 hours per week/39 weeks per year	<p>Supports the teacher in their responsibility for the development and education of young people. Under the direction and supervision of the teacher:</p> <ul style="list-style-type: none"> <li>• Develop and use specialist skills, in for example, literacy, numeracy or science, to contribute to student learning</li> <li>• Assist with planning, preparation and development of work programmes for individuals and groups of students and prepares resources to support learning activities</li> <li>• Monitor and evaluate student progress and reports on this to the class teacher</li> <li>• Act as key worker for students with an EHCP or high need SEND K</li> <li>• Discusses with the teacher and contribute to curriculum and classroom planning</li> <li>• Work as part of a team to ensure that the wellbeing, social and personal development of students enhances learning opportunities and life skills</li> <li>• Organise and maintain the learning environment and takes responsibility for specific aspects of class organisation and administration</li> <li>• Deliver specified work to individuals, groups and whole classes as determined by the Head of School in accordance with The Education (Specified Work and Registration) (England) Regulations 2003</li> <li>• Maintain confidentiality in and outside the workplace</li> <li>• Understand and assist in interpreting school policies</li> <li>• Provide information and advice in relation to progress, achievement, behaviour and attendance to enable students to make choices about their own learning, behaviour and</li> </ul>	<p>Post holders should demonstrate the competencies identified from the list below:</p> <ul style="list-style-type: none"> <li>• Under the guidance of a teacher to plan learning activities to suit student ability</li> <li>• Able to develop specific knowledge and expertise to work with groups of students to deliver aspects of the curriculum</li> <li>• Able to plan and organise learning activities for students</li> <li>• Able to prepare resources for teaching and learning activities</li> <li>• Able to contribute to discussion on curriculum delivery and classroom planning</li> <li>• Able to think through and implement strategies to enhance student learning</li> <li>• Able to plan and organise own work schedule</li> <li>• Able to undertake administrative procedures</li> <li>• Uphold and support the School's policies and procedures on the safeguarding of young people</li> </ul>	<p>Post holders who do not have GCSE Maths and English Grade A – C or an equivalent stand-alone qualification at NVQ Level 2 in Literacy and Numeracy, should be encouraged to study and gain the Adult Skills qualifications in Literacy and Numeracy at NVQ Level 2.</p> <p>Development for the Learning Supporting Assistants (Advanced) will include training recommended at Level 1. It may also include training and development in:</p> <ul style="list-style-type: none"> <li>• Advanced Literacy Support</li> <li>• Behaviour difficulties</li> <li>• ADHD</li> <li>• Physical Sensory</li> <li>• Moving and Handling</li> </ul> <p>Courses leading to qualifications include:</p> <ul style="list-style-type: none"> <li>• Foundation Certificate of Professional Practice for Teaching Assistants</li> <li>• Teaching Assistant/Learning Support Qualification at NVQ Level 2/3</li> </ul> <p>Also development and training leading to assessment for HLTA status:</p> <ul style="list-style-type: none"> <li>• Familiarisation with school policies and practice</li> </ul>

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		<p>attendance and the consequences of their actions</p> <ul style="list-style-type: none"> <li>• Attend team and staff meetings as required</li> <li>• Support aims and ethos of the school, setting a good example in terms of dress, behaviour, punctuality and attendance</li> <li>• Be pro-active in matters relating to health and safety</li> </ul>		<ul style="list-style-type: none"> <li>• Inclusion on Support Staff Performance Management programme</li> </ul> <p>Training and development to include:</p> <ul style="list-style-type: none"> <li>• Induction Training</li> <li>• On the job Training</li> <li>• Familiarisation with Trust policies and practice</li> <li>• Support Staff Performance Management Programme</li> <li>• Safeguarding Training</li> </ul> <p>The post holder will be expected to participate in training and personal development opportunities.</p> <p>The successful candidate will be subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS).</p> <p>The Howard Partnership Trust is committed to the safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>
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