THE GREEN SCHOOL TRUST

Job Description

Job Title:	**Learning Support Assistant**
Grade:	Scale 5 £22,956 - £24,999 pro-rata £19,325 - £21,045
Hours:	36 hours per week 38 weeks per year
Line Manager:	SENDCO
Team membership:	TGSB Inclusion "Equilibrium" Team
Supervisory Responsibility:	none

Functional Relationships:

- **Internal**: Executive Headteacher, Head of School, Senior Leadership Team, Inclusion team, Directors of Curriculum, subject leaders, teachers, students
- **External**: Visitors, Parents/Carers, Outside agencies

Home School: TGSB

Main purpose of the post

- **To support students in their learning and personal growth so that they make the best possible progress**
- **To support other members of staff in ensuring that students with additional needs are appropriately supported and engaged in their learning and integrated into the school community**

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    - To meet the learning and/or SEMH needs of students with additional needs through a creative, inclusive and child focussed approach
    - To lead student interventions under the guidance of the SENDCO/HLTA/Curriculum & Subject Leaders and other members of staff
    - To meet with students regularly to ascertain their needs and whether they are being met
    - To inspire students to have high aspirations
    - To be a positive role model
    - To be someone who students feel they can turn to for guidance and mentoring
    - To contact parents/carers to inform them of student achievements or concerns

- **To support other members of staff in ensuring that students with additional needs are appropriately supported and engaged in their learning and integrated into the school community**

- To work with members of staff to ensure that students with special educational needs make excellent progress
- To assist members of staff in the delivery of effective interventions, primarily focussed on improving literacy/numeracy skills or other requirements of an EHCP
- To work with the Inclusion team to identify need and implement support
- To lead student interventions under the guidance of the SENDCO/HLTA/Curriculum & Subject Leaders
- To complete administrative tasks that are related to the work of the "Equiibrium"
- To attend team meetings
- To support enrichment activities
- To be involved in putting exam access arrangements into place
- To undertake a duty each day

General Responsibilities

- To support in the delivery of the Trust's provision across the Trust's schools as directed by Executive Headteacher in line with the ethos of the Trust
- To uphold the staff Code of Conduct and ensure that personal and professional conduct is in line with the ethos of the Trust.
- To be aware of and to adhere to child protection policy and procedures.
- To be responsible for own continuing self-development, undertaking training as appropriate.
- To engage in the Trust's Appraisal process
- To undertake any other reasonable duties that may be required by the Executive Headteacher or Head of School

This job description is designed to outline the main duties and responsibility associated with the post but is not intended to be an exhaustive list of all duties performed. It may be subject to modification or amendment at any time after consultation between the post-holder and Executive Headteacher. These responsibilities are subject to the general duties and responsibilities contained within the statement of contract.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Green School Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person .or organisation

Data Protection

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the GDPR May 2018

Equal Opportunities

Directors are committed to achieving equality of opportunity and expect all employees to implement and promote their policy in their own work.

Safeguarding Children

The Green School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to adhere to the statutory guidance "Keeping Children Safe in Education" September 2016.
https://www.gov.uk/government/uploads/system/uploads/attachment_data/file/550511/Keeping_children_safe_in

_education.pdf

Staff are expected to adhere to the Trust's Safeguarding Policy and to undertake regular training.
This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment
For more information visit https://www.gov.uk/crb-criminal-records-bureau-check

Health and Safety

You are required to comply with the school's Health and Safety policy at all times

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974. The Green School Trust is committed to safeguarding and promoting the welfare of children and young people and expects all our staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. A DBS enhanced disclosure that is satisfactory to us will be a condition of employment

Job description reviewed June 2018