

Job Description

POST:	Learning Support Assistant
RESPONSIBLE TO:	The Principal, under the day-to-day management and leadership of Assistant Principal
GRADE:	SSCP 14 – 18 £18,759 - £19,917 (pro rata)* <u>Actual pro rata salary approx. £15,873 – £16,852 per annum*</u>
KEY RELATIONSHIPS:	Academy Leadership Team; relevant teaching and support staff; Oasis Community Learning; LA representatives; partner professionals; parents; local community; other Oasis Academies.
LOCATION:	Oasis Academy: Silvertown
WORKING PATTERN:	39 Weeks a Year, 37 Hours a Week
JOB PURPOSE:	Provide support for students as described and contribute to the day-to-day running of the Academy

RESPONSIBILITIES:

1. To contribute to the provision for students.
2. To contribute to the raising of the achievement of students and support them in making expected or better progress
3. To contribute to the promotion of the well-being of students within the Academy.
4. To promote and safeguard the welfare of children you teach or come into contact with.

DUTIES

1. Strategic Development and Academy Development

- Responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected.
- Contribute to the development of the Academy's vision, values and aims and to abide by agreed professional behaviours and attitudes.

2. Key Tasks

For Literacy and Numeracy LSA

- Assist with and implement, under the guidance of appropriate professional staff, Individual Education Plans (IEPs), Statements of Special Educational Needs and Pastoral Support Programmes (PSPs).
- Support curriculum teachers with planning, delivery and evaluation of differentiated and varied teaching activities.
- Contribute towards resourcing curriculum areas by making and adapting resources as necessary for identified students.

- Work with small groups of students when this is part of the overall strategy for meeting the needs of the individual student.
- Work with individual students on specified literacy and numeracy support programmes.
- Listen to children read, read stories and tell stories to individuals or groups of children.
- Clear away materials at the end of the lesson.
- Observe student performance and report on observations to the teachers.
- Keep records for the students supported.
- Liaise with teachers and other professional staff for planning, review, monitoring purposes.
- Assist with the review of IEPs, Statements and PSPs as required.
- Support students with Access Arrangements in Academy and public examinations tests as required.
- Support enrichment activities

3. Student Well-Being

- Assist in the physical management of individual students.
- Work with individual and groups of students to encourage them to achieve greater independence and self-confidence.
- Assist with clubs before, during and after the Academy day.
- Look after children who are upset or have had accidents.
- Help with escorting students on educational visits and participate in extra-curricular activities as required.
- Develop positive partnerships with parents and carers.

4. General

- Attend training including the Academy's Training Days.
- Attend team meetings
- Carry out routine administrative tasks
- Participate in the Academy's Performance Management process

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions, including extra-curricular activities, are fulfilled through direct dialogue with employees, contractors and community members.

All staff take an active role in the Academy's care and guidance of students.

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

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The post holder will be subject to performance objectives agreed annually with the relevant body and these objectives will be reviewed annually.

Learning Support Assistant

Person Specification

Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Oasis Community Learning Purpose, Ethos and Values document which accompanies this job description.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> GCSE English and maths at A*-C or level 2 equivalent 	<ul style="list-style-type: none"> A Childcare/Teaching Assistant/youth work qualification Evidence of post-16 education

	Essential	Desirable
Experience, Skills and knowledge	<ul style="list-style-type: none"> • Proven successful experience of working with children in an educational setting • Knowledgeable of a range of strategies and interventions that are successful with students who have SEN • Have an understanding of lesson planning, IEPs and learning objectives to contribute to learning • Knowledge and understanding of the importance of the academies Health and Safety policy • Ability to motivate and encourage children to meet their targets for learning and/or behaviour • Ability to write brief reports and keep records • Understanding of the practical application of Equal Opportunities in an Academy context 	<ul style="list-style-type: none"> • Experience of working in a school or academy setting • Involved in an extra curricular (such as youth work) activity • Experience of working with a class teacher to plan learning activities and resources • Knowledge of a community language
Personal Qualities	<ul style="list-style-type: none"> • Good organisational skills, ability to show initiative • Good communication skills • Good ICT skills • Ability to work as part of a team • Ability to reflect • Ability to demonstrate patience with firmness. • Ability to form and maintain appropriate relationships and personal boundaries with children • Be able to maintain confidentiality 	
Personal Qualities	<ul style="list-style-type: none"> • Emotional resilience in working in a range of challenging situations • Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos 	