



Job Description

Job Title:	Learning Support Assistant
Grade:	Scale 5
Hours:	36 hours per week term time only (38 weeks)
Line Manager:	SENDCO
Team membership:	TGSB Inclusion "Equilibrium" Team
Supervisory Responsibility:	none
Functional Relationships:	<ul style="list-style-type: none">● 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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- Support the learning of students in lessons and in 1-1 and small groups under the direction of the subject teacher
- Act as the Keyworker for identified students with EHCPs, have regular 1-1 sessions and represent them and support them through annual review meetings
- Facilitate small group and 1-1 interventions with identified students under the guidance of the SENDCo
- Support the mobility of students with physical disabilities and/or sensory impairments around the school
- Support the personal care needs of students with physical disabilities

- Work to remove barriers to learning for students with SEND through a creative, empathetic, child focused approach

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

- Work with in class with subject teachers to ensure that students with SEND can access learning and make progress
- Communicate effectively with staff about the needs and progress of students with SEND
- Differentiate resources to ensure that they are accessible and relevant for students with learning, physical and sensory disabilities under the direction of subject specialists
- Be involved in putting exam access arrangements in place
- Complete administrative tasks related to the work of the Equilibrium team
- Attend team meetings
- Support enrichment activities
- Undertake lunch duties

General Responsibilities

- To support in the delivery of the Trust's provision across the Trust's schools as directed by CEO & 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

Employees of The Green School Trust will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1998. 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"

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 December October 2022