

Job Description - Learning Support Assistant (1 to 1 support)

Northampton Academy is committed to equal opportunities and to the protection and safety of all students and adults. We expect all staff and volunteers to share these commitments.

Job role: Learning Support Assistant

Reporting to: SENDCo

Hours of work: 35 hours a week (8.30am-4pm), 39 weeks a year (1 year Fixed Term Contract)

Job Purpose

- To provide one to one support for a student with SEND and Additional Needs so they make excellent academic and pastoral progress.
- To complement the professional work of teachers and by taking responsibility for agreed learning activities under an agreed system of supervision involving planning, preparation and delivering learning activities for individuals/groups.
- To monitor, assess, record and report on pupils' achievement, progress and development.
- To lead/co-lead part of the schools' co-curricular program.

Safeguarding

- To uphold the academy's policies in respect of Safeguarding and Child Protection and ensure the safety and well-being of all learners.

Achievement for All

- To uphold the Academy's policy and delivery of Achievement for All legislation.

Key Responsibilities

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

Support for Pupils

- To assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- To establish productive working relationships with pupils, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all pupils within the classroom to develop and implement pupil profiles.
- To support pupils consistently whilst recognising and responding to their individual needs.
- To encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- To promote independence and employ strategies to recognise and reward achievements of self-reliance.
- To provide feedback to pupils/parents/carers in relation to progress and achievement.
- To support the delivery of Education Health and Care Plans, Pupil Passports and other SEND assessments and recommendations as required.
- To develop a thorough understanding of meeting the needs of students with regard to area of primary SEND need (Social, Emotional and Mental Health; Physical Needs; Communication and Interaction and Cognition and Learning)
- To lead or help lead a co-curricular activity twice per week.

Support for Teachers

- To provide support for students in their learning activities in lessons under an agreed (with the classroom teacher) system
- To monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.
- To provide objective and accurate feedback and reports as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence.
- To record progress and achievement in lessons/activities systematically and provide evidence of range and level of progress and attainment.
- To work within an established discipline policy to anticipate and manage behaviour constructively, promoting self - control and independence.
- To support the role of parents/carers in pupils' learning and contribute to/lead meetings with parents to provide constructive feedback on pupil progress/achievement etc.
- To produce resources, plan challenging teaching and learning objectives, evaluate and adjust lesson/work plans as appropriate within an agreed system of supervision.

Support for the Curriculum

- To deliver learning activities to pupils within an agreed system of supervision, adjusting activities according to pupil responses/needs.
- To deliver local and national learning strategies and make effective use of opportunities provided by other learning activities to support the development of pupils' skills.
- To use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- To select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural activities.
- To advise on appropriate deployment and use of specialist aid/resources/equipment.
- To deliver co-curricular opportunities through Northampton Academy's new co-curricular program.

Team working

- Working independently and under the direction of a line manager to undertake a range of more specialised tasks including intervention programmes to support learning in one area of primary SEND need (Social, Emotional and Mental Health; Physical Needs; Communication and Interaction and Cognition and Learning) for example by supporting literacy and numeracy work, Precision Teaching, listening to reading, Social Skills, Circle of Friends etc.
- To initiate and build good working relationships with colleagues, service users and outside agencies to deliver the service to required standards.
- To be an effective and flexible member of the team, contributing to the successful provision of value for money support services throughout the Academy.
- To uphold the Academy's policies on Inclusion, behaviour and attainment.
- To attend meetings of school staff, e.g. whole school staff meetings/curriculum development meetings, team meetings, where required.
- Attending and contributing to SEN and other review meetings if required by the Principal and where appropriate, disseminating information to other Teaching Assistants.
- To implement the 'Assess, Do, Plan, Review' graduated approach.
- To act as a key contact for identified SEND students as agreed with the line manager.

Other Responsibilities

- In addition, the post holder shall undertake:
- To undertake in-service training as required;
- Keep up to date with developments relating to the SEND agenda;
- Develop and maximise the use of ICT;
- Show a commitment to your own professional development;
- Work collaboratively with other staff;
- Meet in accordance with calendared meetings and with line managers as required
- To fulfil any particular responsibilities specific to the role of LA
- Other responsibilities as reasonably requested and commensurate with the grading of the post
- Child Protection induction training when advised to do so and to follow and implement the Child Protection and Safeguarding policies and processes, in your everyday working practice
- Any such duties that may from time to time be reasonably assigned by the Principal.

General

All academy staff are expected to:

- Work towards and support the Academy's vision and the objectives
- Fully subscribe to the Academy Values of Respect, Determination and Ambition, Tolerance and Integrity regarding themselves, the Academy and our young people
- Support and contribute to the academy's responsibility for safeguarding students.
- Work within the academy's Health and Safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the academy's Community Cohesion and Equal Opportunities policies to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to academy policies, procedures and core values as set out in the documentation available to all staff.

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the academy in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the academy and the pastoral care of the pupils in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.

Signed _____ Line Manager _____ Date _____