

Job Description

Academy :	Leeds East Academy
Job Title:	Learning Support Assistant
Grade:	B1.4 – B2 .7 £18,426 - £19,554 – Pro Rata £15,689 - £16, 650 Term Time only plus 5 days.
Accountable to:	SENCO / Assistant SENCO

Role:

Purpose of job: - To work under the guidance of the Senco ensuring students on the SEND register have the best possible support in lessons and intervention programmes, in order to further strengthen the standards of achievement, outcomes and inclusion for our students. To contribute to the key objective of the Academy Development and Improvement Plan.

Responsible for: The accelerated progress of our students, ensuring that they can access the curriculum we offer through regular support and achievement.

NB: All post-holders at The White Rose Academies Trust are responsible for improving the outcomes for learners and upholding the ethos of the Academies. The five principles of the Children's Act: Every Child Matters guide the work of every adult working at or associated with Leeds East Academy.

Duties and Responsibilities:

- You will be able to differentiate classwork and activities according to ability and plan, create and use appropriate resources for your students.
- The successful candidate will assist with the development, management and use of resources, and aid departments with planning and schemes of learning.
- You will play a vital role regarding in-class support, be it aiding subject teachers with provisions in the planning process or as direct in-class support.
- To carry out essential cover (which constitutes as any lesson cover to avoid supply cover) in the absence of teachers.
- To use specialist skills, training and experience to support students' learning.
- To establish productive working relationships with students, acting as a role model and setting high expectations.
- To support students consistently whilst recognising and responding to their individual needs including social, emotional, health, physical, hygiene, education and welfare.

- To encourage students to interact and work co-operatively with others and engage all students in activities.
- To promote independence and employ strategies to recognise and reward achievement of the academy core values. To promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- To promote the inclusion and acceptance of all students within the classroom, working with the SENCo and teachers to establish an appropriate, tailored learning environment, evaluating and adjusting seating plans and learning as appropriate. To be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
- To provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- To plan Intervention and implement agreed learning activities and programmes, adjusting activities according to student response/needs. To monitor and evaluate student responses to learning activities and ensure a smooth reintegration back into mainstream lesson with clear communication for teaching staff.
- To provide objective and accurate feedback, information and reports as required to the SENCo on student achievement, progress and other matters, ensuring the availability of appropriate evidence by adhering to deadlines for SEND dashboards and intervention records as agreed with the SENCo. To contribute to the reviews of systems and records as requested by the SENCo.
- To liaise sensitively and effectively with parents/carers as agreed with the SENCo within your role/responsibility and participate in feedback sessions/meetings and reviews as directed by the SENCo both in and out of usual working hours.
- To invigilate exams/tests and provide support as a scribe/reader where requested.
- To determine the need for specialist equipment and resources, preparing and maintaining where necessary as directed by teaching staff e.g. overlays, coloured papers, writing boards, seating etc.
- To contribute towards the writing of Pupil Passports and implement actions and strategies from these in the classroom, supporting teaching staff to use them to differentiate and personalise learning.
- To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- To establish constructive relationships and communicate with other agencies/professionals in liaison with the SENCo, to support achievement and progress of students.
- To recognise own strengths and areas of expertise and use these to advise and support others, whilst determining areas of development.

- To attend and participate in regular meetings, training and other learning activities as required.
 - To be able to track and monitor data which informs planning for purposeful interventions.
 - To be able to implement and respond to guidance outlined in student EHCP's.
 - To uphold and implement academy policies ensuring all students within Leeds East Academy's demonstrate the Core Values.
 - To supervise students on visits, trips and out of school hours learning activities as required by the SENCo which fall within the remit and hours of the post.
-

Other duties

- ◆ To carry out morning, break, lunch and after school duties as required by the leadership team and supervision of SEND students during those times, where necessary, at the discretion of the SENCo.
 - ◆ Carry out any other duties as directed by the Principal.
-

Equal Opportunities:

- To promote equal opportunities in Education in Order that all children and families will gain optimum benefit from the service provided
 - To promote and ensure that all students and young people are happy, healthy, safe, successful and achieve economic wellbeing
-

Generic Staff Requirements:

- Uphold the professional standards expected of every member of Academy staff in all dealings with colleagues, students, parents / carers and the wider community
- Adhere to the principles expressed in the aims of the Academy and its mission statement
- Actively contribute to the continued development of the Academy by attending training, participating in relevant meetings, and putting forward ideas for improvement
- Be a positive, collaborative team member
- Apply Academy policies in all aspects of the role

- Keep up to date with all aspects of the safeguarding children policy as it applies to the post

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified. This job description may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

All post holders are accountable through The White Rose Academies Trust Performance Management Policy. The Governors and Principals of The White Rose Academies Trust are committed to safeguarding and promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place.

The White Rose Academies Trust is committed to safeguarding and promoting the welfare of its students and expect all staff and volunteers to share the commitment. Appointments will be subject to Safer Recruitment Procedures and a DBS check.

We promote diversity and want a workforce which reflects the population of Leeds. Applications are welcome from all, irrespective of sex, sexuality, race, religion, marital status, age or disability.

This job description will be reviewed annually. The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the Academy.

Signed		Dated	
---------------	--	--------------	--