

<b>JOB DESCRIPTION</b>			
<b>JOB TITLE</b>	Learning Support Assistant (24 hours per week, Term Time Only + 1 week)	<b>SALARY</b>	Pro Rata of £28535 - £30263
<b>RESPONSIBLE TO</b>	SENDCo/SLT Link	<b>LOCATION</b>	<b>UTC Heathrow</b>
<b>DIRECT REPORTS</b>	N/A	<b>TEAM</b>	SEND Dept.
<b>LAST REVIEWED</b>	Date: September 2025	<b>Signatures (employee and line manager)</b>	

#### **JOB PURPOSE**

The job is a varied one and requires the successful candidate to undertake work under the direct instruction and guidance of the SENDCo, teaching staff and senior leadership team. The successful candidate will undertake work, care and/or support programmes to enable access to learning for students, working directly with students in class to support their needs; in addition, the candidate will need to ensure the administration and completion of paperwork and documentation relating to SEND to a high standard and sometimes working to precise deadlines.

#### **MAIN DUTIES AND RESPONSIBILITIES**

##### **Supporting Students**

- To develop an understanding of the special educational needs of the student concerned.
- To take into account the student's special needs and to ensure their access to the lesson and its content through providing appropriate clarification, explanations, equipment and materials.
- To build and maintain successful relationships with the student, treat them with respect and consideration.
- To help promote independent learning.
- To help reinforce learning.
- To assist students with their physical/personal care/medical needs.
- To help students record work in an appropriate way.
- To develop study and organisational skills.
- To help keep the students on task and well-motivated.
- To model good practice.
- To help build the student's confidence and enhance self-esteem.

- To monitor the social, emotional and physical wellbeing of the student.
- Follow up attendance issues with students, parents and outside agencies where appropriate.
- Supporting and supervising sports, science, engineering and other practical activities.
- Helping Students with their reading.
- Helping to prepare the classroom for a lesson.
- Helping students who need extra support to complete tasks.

### **Supporting Teachers**

- To have formal and informal meetings with teachers to contribute to planning lessons/activities.
- To prepare materials and resources.
- To prepare students beforehand for a task.
- To use differentiated activities with identified groups.
- To support the teacher in implementing specific teaching programmes.
- To supervise practical tasks.
- To carry out structured classroom assessment/observation and feedback outcomes to teaching staff.
- To be involved in keeping records and evaluating identified students' progress.
- To provide support to other students in the class as directed by the class teacher.
- To help teachers to plan learning activities and complete records.
- To support teachers in managing class behaviour.
- To supervise small group activities.

### **Professional Conduct**

All staff are expected to:

- Follow the UTC's Appraisal Policy
- Make the most efficient and effective use of human, financial and material resources
- Be aware of and responsive to the changing nature of the UTC, adopt a flexible and pro-active approach to work and contribute to a range of cross-college initiatives to facilitate the delivery of key business objectives
- Participate in UTC developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of their post
- Be conversant with and operate all appropriate information technology resources available and to keep abreast of developments in this area

- Participate in the development of a responsive customer centered approach to service delivery
- Ensure compliance with all UTC policies, procedures and regulations and assist in the implementation of decisions.
- Give good notice of any absence in line with the UTC's Absence Management Policy.
- Adhere to general standards of conduct embodied in UTC policies
- Provide an education service which, actively promotes equality of opportunity and freedom from discrimination, demonstrating the UTC encourages the valuable and enriching contribution, which people from a range of backgrounds and experiences can bring to the life and development of the organisation
- Work within any legislation to which the UTC is bound by law
- Make the most efficient and effective use of resources being aware of budget implications
- Responsibility to promote and maintain a safe and healthy environment for yourself, all other staff and students
- Responsibility to respect the UTC Community and abide by the Equality policy
- Report any incidence of bullying/harassment as part of the safeguarding statement and procedures

#### **GROUP/ EMPLOYEE RESPONSIBILITIES**

- To always work and act in accordance with the Trust's Vision, Values and Strategic Plan
- To demonstrate professional behaviours and Attributes
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning Education Trust's policies and procedures
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated
- To be accountable for own safety and that of colleagues/ visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested

QUALIFICATIONS & EXPERIENCE	TECHNICAL COMPETENCIES /KNOWLEDGE/SKILLS	BEHAVIOURAL SKILLS/PERSONAL ATTRIBUTES
<ul style="list-style-type: none"> <li>○ <b>Numeracy and literacy qualification at NVQ Level 1 or equivalent</b> &gt; Completion of Teaching Assistant programme of study e.g. NVQ3</li> <li>○ Evidence of ongoing professional development; attendance on courses, INSET, action research, personal study, etc</li> </ul>	<ul style="list-style-type: none"> <li>○ <b>Ability to relate well to children and adults</b></li> <li>○ <b>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</b></li> <li>○ <b>Computer literacy: ability to carry out a variety of general ICT tasks, e.g. upload photographs</b></li> <li>○ <b>Experience of working with students' families and professionals working with them</b> &gt; Basic knowledge of First Aid</li> </ul> <p><b>Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people</b></p>	<ul style="list-style-type: none"> <li>• <b>Excellent presentation and inter-personal skills</b></li> <li>• <b>Excellent time and task management skills</b></li> <li>• <b>Good eye for detail</b></li> <li>• <b>Strong written and oral communication skills</b></li> </ul>

# ATTRIBUTES



## PROFESSIONAL

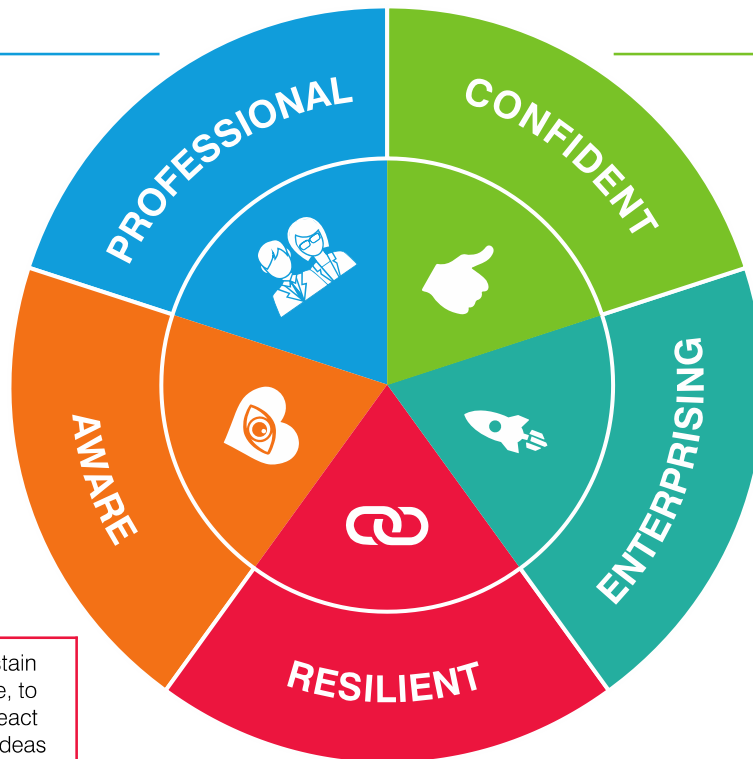
Employees work together collaboratively, building positive relationships to achieve great results, whilst communicating confidently and sensitively using appropriate technology, and always acting as an ambassador for their Department, Faculty, Team and the wider Activate Learning Group.

## AWARE

Employees recognise and understand emotions in themselves and others and are able to use this awareness to manage and adjust their behaviour and relationships.

## RESILIENT

Employees have the ability to sustain their energy levels under pressure, to cope and adjust to change and react positively and proactively to new ideas and ways of doing things, viewing change as a positive opportunity.



## CONFIDENT

Employees are positive in their approach, understand the needs and aspirations of their learners, colleagues and customers and feel assured within the principles of the Learning Philosophy to motivate and influence themselves to succeed, articulating how their contribution makes a difference.

## ENTERPRISING

Employees approach problems and challenges positively, demonstrating a desire to deliver new ideas and offer fresh insights, whilst continuously learning and improving to make a positive contribution to their Department, Faculty, Team and the business as a whole.

***This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.***

***Diversity Statement***

*Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Trust. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.*

***Health and Safety Statement***

*All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.*

***Safeguarding Statement***

*Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Employment will be conditional upon receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role. These checks are not an exhaustive list, and some checks may be done in retrospect in line with legislation.*