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**Learning Support Assistant**

**Start date:** As soon as possible

**Salary:** Ark Support Scale, Band 4, (SCP 11 - 18, £15,669 - £18,251 pa, pro rata. Actual Salary £13,418 to £15,629).  
**Hours:** Full time, 36 hours per week, Term time only

**Location**: Portsmouth

**Nearest train station/transport links: Portsmouth & Southsea**

**Deadline: 11am on Thursday 19th October 2017**

**Interview: w/c 30th October 2017**

**Ofsted**: [Good](http://charteracademy.org.uk/sites/default/files/Charter-Academy-OFSTED-Report.PDF) (December 2016)

**SIAMS**: Good (July 2017)

*Visits to our school are encouraged; to arrange, please call 023 9282 4204.*

Ark Charter Academy is one of the most improved schools in the country, after undergoing a transformation that was recently praised by former Prime Minister David Cameron. Join our school to help us shape brighter futures for our students.

We are looking to recruit a committed Learning Support Assistant who will support individuals and groups of pupils, and help them learn. This role is a key part of our SEN initiative, and the successful candidate will be someone who can foster strong working relationships with staff across the academy.

The ideal candidate will:

* Have good organisational skills and efficient working practices
* Have the ability to work effectively with and command the confidence of, teaching and support staff
* Work both independently and as a member of a team
* Have a genuine passion and belief in the potential of every pupil
* Be committed to Ark’s ethos of high expectations and no excuses

Visit [our website](http://charteracademy.org.uk/) for more information on the school. For an informal, confidential discussion, please contact our Recruitment Manager Marian Fagbebe on 0203 116 6345 or [recruitment@arkonline.org](mailto:recruitment@arkonline.org).

Please submit your application online by visiting <https://goo.gl/5ptguJ> . The deadline for applications is **11am on Thursday 19th October 2017.**

*Ark is committed to safeguarding children; successful candidates will be subject to an enhanced Disclosure and Barring Service check.*

**Job Description: Learning Support Assistant**

**Reports to:** SENCO

**Start date:** As soon as possible

**Hours:** 36 hours per week, 39 weeks per year (term time only)

**The Role**

To support individuals and groups of pupils to help them learn.

To establish professional relationships with pupils, parents and teachers and to support them in establishing a supportive and nurturing learning environment in which children make good academic progress.

**Key responsibilities**

**Learning Support**

* Promote inclusion and acceptance of all pupils in the school, including those with physical, learning and behaviour difficulties
* Work with teachers to assess the needs of individual children
* Work with the SENCo and other teachers to implement Individual Support Plans and develop resources for pupils who have: Special Educational Needs (SEN), English as a second language, speech or language impairments, or behaviours that interfere with learning and/or relationships
* Plan and facilitate small group teaching
* Plan and undertake direction for one to one teaching
* Observe, record and feedback information of pupil performance
* Assist in creating materials for curriculum delivery and display boards
* Assist with whole class teaching
* Assist with behaviour management within and outside the classroom
* Provide off-site community based opportunities for pupils, if appropriate to the job assignment
* Assist pupils' achievement outside of the classroom, e.g., computer lab, library.

**Other Support**

* Supervise pupils in playgrounds, lunchrooms, etc.
* Assist with follow-through for related services, e.g., speech/language therapy, occupational therapy, physical therapy
* Maintain pupil and family confidentiality
* Attend regular meetings and training, as required
* Maintain stock supplies and distribute as required.

**Other**

* To undertake other various responsibilities as directed by the SENCO and Principal.

**Person Specification: Learning Support Assistant**

**Qualification Criteria**

* Certified teaching assistant course or training
* English and Mathematics GCSE (or equivalent) at grade C or above
* Degree level qualification (desirable)
* First aid qualification (desirable)
* Right to work in UK.

**Experience**

* Experience of establishing successful learning relationships with a variety of children at the relevant age
* Experience of working with children with SEN or other additional needs desirable
* Experience and/or understanding of the role of a LSA and in particular classroom organisation and management.

**Personal Characteristics**

* Genuine passion and a belief in the potential of every pupil
* To be a learner and continually seek professional development opportunities
* Helpful, positive, calm and caring nature
* Able to establish good working relationships with other LSAs and teachers
* Able to follow instructions accurately but make good judgments and lead when required
* Motivation to continually improve standards and achieve excellence.

**Specific Skills**

* Good written and oral communication skills
* Good numeracy and literacy skills.
* Competent with computers and other technology
* Good administrative and organisational skills
* Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
* Able to help implement the necessary routines and patterns to establish good behaviour management within the school
* Able to deal with minor incidents, first aid, and the personal health and hygiene of the pupils
* Understands the importance of confidentiality and discretion
* The ability to speak another language, play a musical instrument or coach a sport desirable, not essential.

**Other**

* The post holder will be expected to undertake the paperwork associated with their caseload
* Commitment to the safeguarding and welfare of all pupils
* This post is subject to an enhanced Disclosure and Barring Service check.

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.*