



The Excelsior Academy

Job Description and Person Specification

Post: Learning Support Assistant (Level 1)

Responsible to: The SENDCO

Responsible for: No line management responsibilities

Remuneration: Scale 3 (Points 5-6) £25,147 - £25,528 pro-rata, (£28,545 - £28,977 FTE)

Status: Permanent, Term Time Only

Purpose of the Post

- To have the highest expectations of all students, using effective resources and methods to achieve the highest standards of learning and achievement for all students.
- To work under the direct instruction of a teaching/senior staff, usually in the classroom with the teacher to support access to learning for students and provide general support to the teacher in the management of students and classroom.
- Promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- To support the Academy's inclusive vision and ethos, within a climate of high expectations and standards.

Specific Responsibilities:

Support for Students

- Attend to students' personal needs, and implement related personal programmes including, social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support students ensuring their safety and access to learning.
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher.
- Encourage students to act independently as appropriate.

Support for Teachers

- Work with the teacher to establish an appropriate learning environment.
- Prepare classrooms as directed for lessons, clear afterwards and assist with the display of students work.
- Be aware of pupil problems/progress/achievements and report to the teacher/SENDCO as agreed.
- Undertake pupil record keeping as requested.
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Gather/report information from and to parents/carers as directed.
- Provide clerical/admin support as required by the SENDCO e.g. photocopying, SIMS admin, filing, etc.

Support for the Curriculum

- Support students to understand instructions.
- Support students in respect of local and national learning strategies e.g. literacy, numeracy, KS3 and early years, as directed by the teacher.
- Support students in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist students in their use.

Support for the Academy

- Be aware of and comply with policies and procedures relating to child protection, health, safety, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Attend regular meetings.
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and students on visits, trips and out of school activities as required.

General duties

- Take part in the Performance Management process both as a reviewee and/or as a reviewer
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- Model the highest expectations and act as a strong presence around the academy, including duties and assemblies
- Act as a role model for staff and students through personal and professional conduct.

Commitments

All staff must be fully committed to:

- the highest possible expectations of all students;
- equity, diversity, inclusion and social justice;
- safeguarding and promoting the welfare of children;
- their own professional and personal development.

OUR COMMITMENT TO SAFEGUARDING

The Excelsior Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All successful applicants will be requested to undertake an Enhanced Disclosure and Barring Service check. All shortlisted applicants will be subject to an online search as recommended by government guidelines.

A Section 128 check will be carried out on individuals applying for any role that retains or has been delegated any management responsibilities under the terms of a direction made by the Secretary of State for Education.

OUR COMMITMENT TO EQUALITY

The Excelsior Academy is committed to promoting equality for all students and employees. Every individual will be treated with courtesy and respect and their contribution to the learning process will be valued.

Note: This job description will be reviewed annually.

Person Specification

Qualifications

1. Maths and English to GCSE grade C or equivalent
2. To have recently undergone (or be prepared to undergo) relevant First Aid training (D)
3. Level 1 Safeguarding Training (D)

Experience

4. Successful experience of dealing with young people with a range of complex barriers to learning
5. Experience of working with young people in a secondary school setting
6. Has knowledge, skills and experience and the appropriate behaviour required in relation to relationships with students.

Knowledge and Skills

7. General understanding of the national curriculum and other basic learning programmes/strategies.
8. Ability to communicate effectively, both orally and in writing.
9. Proven administrative and organisational skills.

Personal Qualities and Attributes

10. A commitment to the aims and values of community comprehensive education, the academy's vision and ethos, as well as to the implementation of equal opportunities policy and practice
11. A willingness to initiate and participate in both cross curricular and extra-curricular activities, as well as demonstrating successful involvement in all aspects of academy life
12. The ability to establish effective and appropriate relationships with students and staff.
13. Is flexible, able to work under pressure and meet deadlines.
14. Understands the importance of professionalism and confidentiality.
15. Is a strong role model for staff and students.
16. Has a proven record of excellent attendance and punctuality.

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