Bourne End Academy, an Upper School, combines high academic aspirations with a focus on warmth and inclusivity for all our students. We have a track record of a rapidly improving profile for our students to achieve good academic outcomes. We have a strong Talent Management Policy, going out of our way to attract and retain excellent staff. The Academy is well situated, with excellent road and rail links to London and the Home Counties.

High quality teaching and high expectations are at the heart of Bourne End Academy and all teachers will be expected to develop exemplary practice which supports the ethos, values and vision and contributes to the overall life and work of the school. Teachers will also be expected to promote and develop social, moral and physical aptitudes in their students and to provide advice and guidance where necessary.

We are seeking an exceptional Learning Support Assistant to join our team. Our staff strive to extend the horizons of our students, encouraging them to aim high and become independent learners. With a robust, ambitious development plan, teachers can focus on improving the quality of learning and outcomes. Students need little encouragement to take part in a very wide range of extra-curricular activities, including a range of sports, dance, community service and enterprise. To support this, colleagues are encouraged to contribute their skills and enthusiasm to the wider curriculum, with its opportunities for adventurous learning and active citizenship.

JOB DESCRIPTION

**Job Title:                     Learning Support Assistant**

**Salary:**Bucks Pay Range 1

**Hours:**Hours vary**/**38 weeks per year

**PURPOSE OF JOB ROLE**

* To provide support to pupils identified with a special educational need. Enabling pupils to access all areas of the curriculum in a classroom or a small group setting.

MAIN DUTIES AND RESPONSIBILITIES

* To follow instructions given by Line Manager/Deputy Manager
* To assist in the classroom as directed and under the guidance of the teacher in one or some of the following ways:
* Clarifying and explaining instructions
* Enabling pupils to use equipment and materials
* Motivating the pupils
* Helping pupils to concentrate and complete work, using agreed strategies
* Helping pupils with physical needs whilst at the same time encourage independence
* Liaise with teachers/line Manager to devise alternative work for pupils if considered necessary
* Ensure that homework tasks are understood and clearly recorded
* To develop an understanding of the specific needs of pupils with SEN and assist pupils where necessary
* Daily monitoring of SEN pupils individual targets as outlined on the Individual Provision Map and review with Line Manager every term
* To observe a degree of confidentiality and professionalism with staff and multi agencies, in relating information relevant to the pupils being supported
* To establish a supportive relationship with the pupils
* Be prepared to withdraw small groups of pupils arranged by line Manager and plan each session
* Provide regular feedback to the appropriate professionals and line Manager on pupils’ progress. And attend weekly department meetings with line Manager
* Record work given to pupils which may be used by absent students or for homework
* Liaise with other Learning Support Assistants who support the pupils
* Be supportive to other LSAs under the direction of line Manager/SENCO
* Be prepared to do at least one lunchtime duty per week on the playground or at break or lunch in the department
* Be prepared to carry out any directed duties given by line Manager/Deputy Manager
* Be prepared to attend at least one evening activity per year
* Attend courses to develop professional skills
* Be involved in the school’s annual appraisal
* Be prepared to attend Annual reviews and aid in writing a department report about a pupil in which you work with
* Be prepared to undertake any duties commensurate with the head of responsibility of the post

**COMMUNICATION**

* School Staff
* Speech and language therapists
* Occupational Therapists
* Social Services
* Educational Psychologists
* Parents

Who is E-ACT?

E-ACT is about improving schools. We do this through a relentless focus on building strong teaching and learning, inspiring curriculum, effective standard operating procedures and embedding a culture based on our values of thinking big, doing the right thing and showing team spirit.

The E-ACT team includes over 2,000 employees based across 24 academy teams, six regional teams and one national team.

If you would like any further information please refer to www.e-act.org.uk where there will be an application form and a job description for the role. The closing date for applications is **Thursday 16th October 2018.**

 ***E-ACT is committed to safeguarding and promoting the welfare of young people and vulnerable adults and all appointments are subject to an Enhanced Disclosure Application to the Disclosure and Barring Service (DBS) checks and satisfactory references. E-ACT is also committed to promoting equality, challenging discrimination and developing community cohesion. We welcome applications from all sections of the community.***