

Job Description

Job Title: Learning Support Assistant

Location: Tendring Technology College

Hours of work: 30 hours per week

Reports to: SLT

Purpose of the Role:

To work under the direct instruction of teaching staff, usually in the classroom with the teacher but also within other settings, to support access to learning for students and provide general support to the teacher in the management of students and the classroom. To support students with a range of special needs from profound to moderate learning difficulties - depending upon the student needs

Responsibilities:

Support students:

- Attend to the student's personal needs and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters. This may involve intimate care of children that are not yet toilet trained.
- Supervise and support students ensuring their safety and access to learning.
- Supervise and support students during breaks and lunch to include helping them with eating lunch and lunch time activities
- 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.
- To participate in additional training to update knowledge in medical / first aid in relation to individual student needs.
- Encourage students to act independently as appropriate.

Support for Teachers

- Prepare classroom as directed for lessons and clear afterwards and assist with the display of students work.
- To actively engage in the evaluations and feedback of students work
- Contribute to the maintenance of a safe, pleasant and stimulating teaching environment.
- Prepare materials as required by the teacher.
- Be aware of student problems/progress/achievements and report to the teacher as agreed.
- Contribute to formal and informal assessments and contribute to and attend Annual Reviews of students.
- Undertake student record keeping as requested.
- Support the teacher in managing student behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.

- Provide clerical/administrative support e.g. photocopying, typing, filing, collecting money etc.

Support for Learning

- Support with planning , preparation and delivery of activities for small groups of children under the direction of teacher.
- Lead on some activities for larger groups of children under the supervision of the teacher.
- Support students to understand instructions.
- Support students in using standard and specialised equipment as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist students in their use.

Support for the College

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute and uphold the overall ethos, work, aims and values of the College.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- 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 College and at lunchtimes.
- Accompany teaching staff and students on visits, trips and out of College activities as required.
- A willingness to work across the College as directed by the Principal to support the needs and best interest of the students

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Teachers' Pay and Conditions.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
6. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.

Equality, Equity, Diversity and Inclusion

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.

Person Specification

Job Title: LSA

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	English and Maths GCSE at level 'C' or above (or equivalent)	Any other relevant qualification is desirable but not essential.
Knowledge/Experience	Specific knowledge/ experience required for the role	- Experience of working with Primary and / or Secondary school age children preferably within a learning environment - Experience of working with children with special educational needs and/or complex learning difficulties. - Able to work constructively as part of a team, understanding classroom roles and responsibilities. - The ability to communicate well in both verbal and written format with a good level of numeracy and literacy - Can demonstrate an understanding of the needs of children with a range of learning difficulties - Able to use basic technology - computer, video, photocopier. - Understanding of relevant policies, codes of practice and awareness of relevant legislation. - Understands the need for sensitivity and confidentiality.	

		Can demonstrate an understanding of the importance of safeguarding in the context of a school supporting vulnerable children and acting in a way that at all times safeguards students	
Skills	Line management responsibilities (No.)	N/A	
	Forward and strategic planning		
	Budget (size and responsibilities)	N/A	
	Abilities	- Can demonstrate a caring and supportive attitude towards children and their families. - Ability to relate well to children. - Ability to communicate well with children, parents and professionals. - Ability to take appropriate initiative and work independently. - Ability to handle pressure and remain calm. - Ability to self-learn and motivated to learn within and outside of the work setting. - A willingness and commitment to support the wider life of the College - A commitment to modelling personal	

		conduct that represents the College in the best light at all times	
Personal Characteristics	Behaviours	• Resilience • Student focused • Demonstrate a commitment to equality • Takes responsibility and accountability • Commitment to Academy aims, ethos & vision • Commitment to own professional development	
	Values	• Ability to demonstrate, understand and apply our values ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted	
Special Requirements		• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Show a commitment to promoting the welfare and safeguarding of children and young people • Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children & young people and staff	