



Learning Support Assistant Job Description

Post Title	Learning Support Assistant x 2
Salary/Grade:	NJC Point 5-6 (£21,575-£21,968 FTE)
Academy:	Jewell Academy Bournemouth
Reporting To:	SENCO
Disclosure Level:	Enhanced

The Learning Support Assistant will:

- Work with class teachers to raise the learning and attainment of pupils.
- Promote pupils' independence, self-esteem and social inclusion.
- Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement.
- Lead planned interventions as directed by the class teacher.
- Be responsible for children at lunchtime and playtime as needed.
- Safeguard children and adhere to the rules of confidentiality.
- Work with children with SEND needs or a group of children as instructed by the class teacher to ensure inclusion for all children.
- Uphold the vision and values of the academy and be an exceptional role model in all aspects of their work and conduct.
- Keep children safe and adhere to the safeguarding policy and guidelines with KCSIE.

Additional responsibilities for this post:

- Work with a child with SEND needs.

Teaching and learning

- Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of all pupils including, where appropriate, those with special educational needs and disabilities (SEND) and challenge children at all levels to achieve their very best.
- Adapt the learning environment and resources to meet the needs of a child with SEND.
- Promote, support and facilitate inclusion by encouraging participation of all pupils in learning.
- Use effective behaviour management strategies consistently in line with the school's policy and procedures.
- Support class teachers with maintaining good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment.
- Organise and manage teaching space and resources to help maintain a stimulating and safe learning environment.
- Observe pupil performance and share observations and outcomes with the class teacher.
- Supervise a class (with an additional adult) if the teacher is temporarily unavailable.
- Use IT skills to advance pupils' learning.

- Undertake any other relevant duties given by the class teacher in line with the job description and Teaching Assistant Standards.
- Accompany and support pupil(s) on outings from school as necessary.

Planning

- Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role.
- Read, understand and deliver appropriate lesson plans, adapting resources as necessary.
- Prepare the classroom for lessons alongside the teacher.

Working with colleagues and other relevant professionals

- Communicate effectively with other staff members and pupils, and with parents and carers under the direction of the class teacher.
- Communicate knowledge and understanding of pupils to other school staff and education, health and social care professionals, so that informed decision making can take place on intervention and provision.
- With the class teacher, keep other professionals accurately informed of performance and progress or concerns they may have about the pupils they work with.
- Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers.
- Collaborate and work with colleagues and other relevant professionals within and beyond the school.
- Develop effective professional relationships with colleagues.
- Adhere to the strict rules of confidentiality and respect.
- Adhere to the Staff Code of Conduct and the policies of Jewell Academy.

Whole-school organisation, strategy and development

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision.
- Make a positive contribution to the wider life and ethos of the school.

Health and safety

- Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy.
- Look after children who are upset or have had accidents.
- Be vigilant when on playground duty or on school trips.
- Attend to minor accidents at school (where appropriate training has been given) and supervise unwell children.

Professional development

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness.
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.
- Undertake training and attend INSET days in accordance with contractual requirements.

Personal and professional conduct

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside the academy.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Respect individual differences and cultural diversity.

- Adhere to whole academy policies and procedures, including the staff code of conduct.

Person specification

CRITERIA	QUALITIES
Qualifications and experience	<ul style="list-style-type: none"> ● Level 2 or 3 Certificate in Supporting Teaching and Learning in Schools, Level 3 Diploma in Childcare and Education, or other relevant qualification. ● A recognised qualification in English and Maths. ● A high level of written and spoken English and Maths. ● Experience of working with children in a school environment, particularly class based. ● Working with children with SEND needs or groups of children as well as class based as directed by the class teacher. ● GCSE or equivalent Maths and English 5 or C grade.
Skills and knowledge	<ul style="list-style-type: none"> ● Good organisational skills. ● Ability to build effective working relationships with pupils and adults. ● Skills and expertise in understanding the needs of all pupils. ● Knowledge of how to help adapt and deliver support to meet individual needs. ● Subject and curriculum knowledge relevant to the role, and ability to apply this effectively in supporting teachers and pupils. ● Excellent verbal communication skills. ● Active listening skills. ● The ability to remain calm in stressful situations. ● Knowledge of guidance and requirements around safeguarding children. ● Good IT skills, particularly using IT to support learning. ● Understanding of roles and responsibilities within the classroom and whole school context. ● Knowledge of how to successfully lead learning activities for a group or class of children. ● Knowledge of how to support learners across all abilities in accessing the curriculum. ● Knowledge of the primary curriculum.
Personal qualities	<ul style="list-style-type: none"> ● Enjoy working with children. ● Sensitivity and understanding, to help build good relationships with pupils, staff and parents. ● A commitment to getting the best outcomes for all pupils and promoting the ethos and values of the school. ● Commitment to maintaining confidentiality at all times. ● Commitment to safeguarding pupil's wellbeing and equality. ● Reliable and punctual. ● Patience and a sense of humour. ● Strong work ethic.

Notes:

This job description may be amended at any time in consultation with the postholder.

Safe Recruitment Procedure

Aspirations and Jewell Academy Bournemouth are committed to safeguarding and promoting the welfare of all children, young people and staff. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants. This process is outlined below, but can be provided in more detail if requested.

Disclosure

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). The Aspirations Academies Trust (AAT) requires all prospective employees appointed to work in its academies and/or whose role will involve the undertaking of regulated activity to submit an enhanced Disclosure and Barring Service (DBS) certificate prior to taking up appointment. Applicants are required, before appointment, to disclose any convictions, cautions, reprimands or final warnings that are not “protected” as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 by SI 2013 1198). Disclosure of a criminal background does not automatically debar individuals from employment – consideration will be given to relevant factors, including the nature of the offence(s) and when they occurred.

Shortlisting

Where necessary, candidates will be asked to address any discrepancies, anomalies or gaps in their application form. Only those candidates meeting the relevant criteria indicated in the personal specification will be taken forward from application. Observations for longlisted candidates may take place before a shortlist is drawn up.

Interview

Those shortlisted will then take part in an interview with questions relating to the job description and person specification. There may also be a short teaching and learning task or a specific task relevant to the role.

Reference checking

At least two references will be requested, normally from the previous and current employers. These may be contacted before the interview and in all cases before an offer of appointment is confirmed.