

## **Job Description**

<b>Job Title:</b>	Learning Support Assistant
<b>Location:</b>	Maltings Academy & New Rickstones Academy
<b>Hours of work:</b>	30.5 hours per week, 39 working weeks (term time plus 5 non-student days)
<b>Reports to:</b>	SENDCO

### **Purpose of the Role:**

To support students with learning difficulties/disabilities in mainstream classes, small groups and 1-1 in order that they achieve their full potential in school.

### **Responsibilities:**

#### **Students**

- 1.1 To provide support in a classroom setting, assisting teachers in the delivery of a subject lesson as directed. To liaise with subject teachers to establish working roles.
- 1.2 To provide one to one and small group supervision and support for basic academic and functional skills programmes.
- 1.3 To be fully aware of Individual Education Plans (IEPs) relating to supported students.
- 1.4 To offer advice to staff on the special needs of individual SEND students.
- 1.5 To read through materials with students who experience difficulty with reading, to check understanding and develop vocabulary.
- 1.6 To record information for students who experience difficulty with written language..
- 1.7 To photocopy, enlarge and word-process resources as appropriate.
- 1.8 To be a resource for all students in class so as to avoid labelling of students with SEND (without compromising the interests of pupils on the Essex Stages of Assessment).
- 1.9 To ensure that homework set is understood by supported students and recorded in their student planner as needed.
- 1.10 To respond to health and social problems of students sensitively and appropriately
- 1.11 To be receptive to the worries and concerns of students and pass these on as appropriate.
- 1.12 To provide information to pastoral staff concerning the progress of SEND students and be available for consultation.
- 1.13 To support students with their personal care needs when required.
- 1.14 To carry out physiotherapy (appropriate guidance will be provided).
- 1.15 To use Provision Map to access and record student information
- 1.16 To attend and assist on school trips when required.
- 1.17 To act as a Reader/Scribe in exams for SEND students

#### ***Curriculum & Assessment***

- 2.1 To prepare work for students with SEND
- 2.2 To assist teachers with planning, supporting the needs of individual students, and identifying appropriate resources.
- 2.3 To be aware of the results of reading and spelling tests, and how they relate to the

needs of individual students.

- 2.4 To assist with individual programmes for spelling, reading, handwriting, concept mapping and dyslexia.
- 2.5 To assist with assessments of students' work and practical tasks.
- 2.6 To contribute to the reviews/assessment of student progress including the completion of feedback sheets for review.

### **General**

- 3.1 To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- 3.2 To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- 3.3 To ensure that all duties and services provided are in accordance with the academy's Equal Opportunities Policy
- 3.4 To attend required meetings and training (which may be outside of normal working hours)

### **Other clauses:**

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
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 Head of Academy
5. There may be occasions when it will be necessary to cover other Administrative roles within the academy or to work with the administrative team when there are peaks and pressing issues.
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**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

## PERSON SPECIFICATION

	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>GCSE grade C / 4 (or equivalent) in Maths &amp; English</li> </ul>	<ul style="list-style-type: none"> <li>Educated to A Level or degree level</li> </ul>
<b>Knowledge /Experience</b>	Specific knowledge/ experience required for the role	<p><b>Specialist Knowledge/Experience</b></p> <ul style="list-style-type: none"> <li>Understanding of Inclusion</li> <li>Experience of working with children with learning difficulties and/or disabilities</li> <li>Good IT skills including Microsoft Office or G-Suite</li> <li>Experience of maintaining confidentiality and handling matters with sensitivity and discretion</li> <li>Experience of maintaining accurate records</li> <li>Knowledge of Health and Safety</li> </ul> <p><b>Organisation &amp; Planning</b></p> <ul style="list-style-type: none"> <li>Experience of planning and managing a busy workload and conflicting priorities to deadlines</li> </ul> <p><b>Problem Solving</b></p> <ul style="list-style-type: none"> <li>Experience of resolving problems independently</li> </ul> <p><b>People Skills &amp; Customer Focus</b></p> <ul style="list-style-type: none"> <li>Experience of providing excellent customer service with the ability to be proactive and anticipate students needs</li> <li>Experience of building and maintaining effective relationships with others and negotiating effectively</li> <li>Experience of working effectively as part of a team</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience in a similar role</li> <li>Experience of using Provision Map or similar</li> </ul>
<b>Skills</b>	Line management responsibilities (no.)	<ul style="list-style-type: none"> <li>n/a</li> </ul>	
	Forward and strategic planning	<ul style="list-style-type: none"> <li>Ability to plan work on a weekly to half-termly basis</li> </ul>	
	Budget (size & responsibilities)	<ul style="list-style-type: none"> <li>n/a</li> </ul>	
	Abilities	<ul style="list-style-type: none"> <li>Excellent literacy &amp; numeracy skills</li> <li>Ability to stay calm under pressure</li> <li>Excellent communication skills with</li> </ul>	

		<p>ability to use clear language to communicate information unambiguously both verbally and in writing</p> <ul style="list-style-type: none"> <li>• Patient and sensitive approach to working with individuals who may require additional support</li> <li>• Ability to motivate and inspire students</li> </ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• Customer focused</li> <li>• Demonstrate a commitment to equality</li> <li>• Takes responsibility and accountability.</li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>• Successful candidate will be subject to an Enhanced Disclosure &amp; Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> <li>• Willing to develop and learn in the role and undertake appropriate training courses</li> <li>• Role requires flexibility to meet academy needs including working at Maltings Academy, New Rickstones Academy and Witham Sixth Form Centre.</li> <li>• Role involves manual handling</li> </ul>	