



## Job Description

<b>Job Title:</b>	<b>Learning Support Assistant</b>
<b>Location:</b>	<b>Richmond Park Academy</b>
<b>Hours of work:</b>	<b>40 hours per week, 39 weeks per year</b>
<b>Reports to:</b>	<b>SENDCo</b>

## Purpose of the Role:

To provide an efficient and high quality support service to all students at the academy and champion teaching strategies for students with special educational needs. To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

## Responsibilities:

### **Principal Accountabilities**

- To promote the inclusion of all students.
- To support the development of basic skills especially with students with SEND.
- In liaison with the class teacher to work with students to target identified learning needs.
- To provide practical support in the classroom to students who have recognised learning needs, supporting them to achieve their potential.
- To work with subject teachers to ensure lesson materials are used effectively in order for students to make the expected progress towards their target levels.
- To promote whole school strategies to support students with SEND.

### **Duties**

- To develop an understanding of the learning needs of students and use this knowledge to support them to become independent learners in the classroom.
- To take into account a student's learning needs and ensure their access to the lesson and its content through appropriate clarification, explanations, and use of equipment and materials.
- To develop the study and organisational skills of students, enabling them to remain focused in lessons and be able to execute tasks effectively.
- To monitor students' responses to learning activities and progress towards targets, record achievement and feedback to teachers and the SENDCo as required.
- Assist in the implementation and tracking of student targets.
- To provide support for student's emotional and social needs by encouraging and modelling positive behaviour and demonstrating high expectations, in line with the Academy's Behaviour policy.
- To assist with the general pastoral care of the students, and be assigned as a co-tutor to work with a form group.
- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the review of academy policies as appropriate.
- To accompany teaching staff and students on visits, trips and out of school activities as required.
- To attend and participate in relevant meetings
- To devise and develop whole school strategies to support students with SEND.



- To lead and champion whole school strategies to support students with SEND.

## **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.

## **Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

## **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 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 Headteacher/Group/Chief Executive
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**

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: Learning Support Assistant**

<b>General heading</b>	<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 English &amp; Maths Grade A* - C or equivalent</li> </ul>	Degree or equivalent
<b>Knowledge / Experience</b>	Specific knowledge / experience required for the role	<ul style="list-style-type: none"> <li>Experience of basic administrative and clerical process and procedures</li> <li>Working with young people with 'SEN'</li> <li>Working with students with special needs and/or learning disabilities</li> <li>Numeracy – Basic level numerical experience</li> <li>Technology – Knowledge and experience of using IT packages i.e. Microsoft Word, Excel, Outlook, SIMS</li> </ul>	Experience of working with young people
<b>Skills</b>	Responsibility	<ul style="list-style-type: none"> <li>Confidentiality – Comprehensive understanding of confidentiality issues within a school environment</li> </ul>	
	General	<ul style="list-style-type: none"> <li>Equalities – A commitment to and understanding of equal opportunities and the ability to implement this across all areas of work. To understand and support the differences in people.</li> </ul>	



		<ul style="list-style-type: none"> <li>• Health &amp; Safety – An understanding of Health and Safety in the workplace and how this applies</li> <li>• Continuous Professional Development – Commitment to increasing own learning and development</li> </ul>	
	Budget (size and responsibilities)	<ul style="list-style-type: none"> <li>• N/A</li> </ul>	
	Working with others	<ul style="list-style-type: none"> <li>• Relationships – Experience of forming appropriate and productive relationships with students, staff and parents</li> <li>• Teamwork – Proven experience of effective team and independent working</li> </ul>	Ability to establish and maintain good working relationships with external agencies and partners.
	Communication	<ul style="list-style-type: none"> <li>• Written – Ability to record basic information and undertake written tasks as required</li> <li>• Verbal – Experience of exchanging information clearly in person and by telephone. Ability to deal with situations in a sensitive manner both in person and by telephone</li> </ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• Ability to demonstrate, understand and apply our values             <ul style="list-style-type: none"> <li>○ Be unusually brave</li> </ul> </li> </ul>	



		<ul style="list-style-type: none"><li>○ Discover what's possible</li><li>○ Push the limits</li><li>○ Be big hearted</li></ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"><li>● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li><li>● Right to work in the UK</li><li>● Show a commitment to promoting the welfare and safeguarding of children and young people</li><li>● Show a commitment to providing a fair, equitable and mutually supportive learning and working environment for our children &amp; young people and staff</li></ul>	

