



Job Description

- Post:** Learning Support Assistant (fixed term contract until July 2025)
- Accountable to:** Director of Inclusion
- Salary:** JE3 SCP 6 – 10 £25,339 - £26,907 per annum pro-rata'd (Pro-rata'd to Term Time Only)
- Working Pattern:** 35 hours per week, 39 weeks per year
- Location:** City of London Academy (Southwark)
- Disclosure level:** Enhanced

Main Purpose

To work under the instruction/guidance of teaching/senior staff to undertake work/care/support programs. To enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom.

Key Accountabilities

Support for Pupils:

- Deliver pastoral and learning support for all pupils assigned.
- Supervise and provide particular support for pupils with behavioural, emotional and special educational needs, ensuring their safety and access to learning activities.
- Assist teachers in supporting classes and devising strategies which encourage the learning of pupils
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Promote the general progress and well-being of individual students assigned, including EAL, EBD referrals
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under the guidance of the teacher.
- Under the direction of teacher, work with small groups of children and take responsibility for their learning.

Support for the Teacher:

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals, assisting with the planning of learning activities
- Assist in implementing the Code of Practice, including helping to identify and follow up students with SEN, through process of assessment

- Assess, record and report objectively on the development, progress and attainment of pupils, ensuring the availability of appropriate evidence, including communicating and consulting with the parents of pupils
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish and maintain constructive relationships with parents/carers by supporting their role in pupils' learning, providing constructive feedback on pupils' progress and achievements and facilitating their support for their child's attendance
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin, support e.g. photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum:

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3 and early years
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources as required to meet the lesson plans/relevant learning activity and assist pupils in their use.

Support for the School:

- To work collaboratively with colleagues as part of a professional team, to promote positive values, attitudes and behaviour for learning to improve learning capacity of all pupils
- Establish constructive relationships and communicate with other agencies/professionals
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Attend and participate in regular meetings.

Other:

- To undertake such other duties as reasonably correspond to the general character of the post and commensurate with roles of this level within the Academy

Safeguarding Children

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.



Person Specification

Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

	Essential	Desirable
Qualifications		
Degree or equivalent	Y	
Experience, Skills and Knowledge		
Working with or caring for children of a relevant age	Y	
Training in the relevant learning strategies e.g. literacy.	Y	
First aid training/training as appropriate	Y	
Understanding of relevant policies/code of practice and awareness of relevant legislation	Y	
General understanding of nation/foundation stage curriculum and other basic learning programmes/strategies	Y	
Basic understanding of child development and learning	Y	
Good numeracy/literacy skills.	Y	
Effective use of ICT to support learning	Y	
Personal Qualities		
Ability to self-evaluate learning needs and actively seek learning opportunities.	Y	
Work constructively as part of a team, understanding classroom roles and responsibilities and own position within these	Y	
Other		
Commitment to safeguarding and promoting the welfare of children and young people	Y	
Willingness to undergo appropriate checks, including enhanced DBS Checks	Y	
Motivation to work with children and young people	Y	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Y	