JOB DESCRIPTION

Post Title:	Learning Support Assistant
Location:	Columbus School, Primary and Secondary Sites
Salary Grade:	NJC Scale D-E (point 5 – 11)
Contract:	Permanent contract. Full and part-time positions available
Responsible to:	Class teacher
Responsible for:	Pupils, team members

Purpose of the post

To complement the professional work of teachers by supporting learning activities, in line with Columbus policies and guidance. This may involve supporting learning activities for individuals/ groups or for whole classes. It will involve supporting assessment, recording and reporting on achievement, behaviour for learning, progress and development.

Support for Learning

- Organise appropriate learning environments and resources
- Within an agreed system of supervision, support teaching and learning activities for individuals, groups or the whole class
- Monitor and evaluate pupil responses to learning activities through a range of assessment and monitoring strategies against defined learning intentions
- Record learning using a range of mechanisms
- Provide objective and accurate feedback as required on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Work within Columbus' behaviour policy to anticipate and manage behaviour positively, promoting self-control and independence
- Escort and supervise pupils on planned educational visits and journeys
- Provide for the management and care of pupils' personal needs, e.g. toileting, changing, dressing, managing and implementing specific eating and drinking programmes. This may include support for pupils with dysphagia needs and gastrostomies, after appropriate training.
- Promote the inclusion and acceptance of all learners within the classroom
- Encourage learners to interact and work co-operatively with others and engage all learners in activities
- Promote independence and employ strategies to recognise and reward achievement and self-reliance
- Provide feedback to learners in relation to progress and achievement

- Support the role of parents in pupils' learning and contribute to meetings with parents to provide constructive feedback on learner progress/ achievement etc.
- Work collaboratively with professionals from other agencies to support pupil's learning
- Support or deliver learning activities, within an agreed system of supervision, adjusting activities according to pupil responses/ needs
- Use ICT effectively to support learning activities and develop learners' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of pupils' interests and language and cultural backgrounds
- Carry out therapy programmes set by Speech and Language Therapists, Occupational Therapists, Physiotherapists and others
- Carry out moving and positioning routines, including hoisting non-ambulant pupils into pieces of personal seating or standing equipment, after receiving appropriate training
- Administer routine, daily medication to pupils after receiving appropriate training
- Support pupils during swimming lessons, by being in the swimming pool

School Level Responsibilities

- Supervise pupils during break times (including before and after the pupils' normal school day) and to plan and organise play and club activities as appropriate.
- Take part in Performance Management in order to identify and agree development and training needs.
- Within your contracted hours, and as identified in Performance Management Processes, undertake specific training such as may be required to enable you to provide the school with effective support. This may include accredited training. Training may be provided in or out of school.
- Within contracted hours, attend staff meetings as required.
- Respect the confidentiality of pupil information and respond sensitively to pupils' needs
- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, quality assurance, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/ work/ aims of the organisation
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of pupils
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others
- To take reasonable care for own health and safety and any other person(s) who may be affected by acts or omissions at work, in accordance with Health & Safety legislation.
- To promote the protection and safeguarding of learners through the active implementation of relevant school policies and procedures with particular reference to: child protection policy, touch policy, positive behaviour policy, positive handling policy and the staff code of

conduct, and to raise any concerns relating to such procedures which may be noted during the course of duty.

- You will be required to have an enhanced DBS certificate that will be re-checked every 3 years as per trust policy.
- Undertake any other reasonable duties from time to time as may be directed by the Head teacher or his/her nominee.
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Special conditions of employment

Rehabilitation of Offenders Act 1974

- This job is exempt under the Exceptions Orders to the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant cautions, convictions, bind over orders and warnings being considered.
- If the jobholder is arrested, summonsed for an offence or receives a conviction a bind over order or a warning given by a police force, they are required to inform the Headteacher of this fact immediately. Such information will be treated in confidence, so far as this is consistent with the safety of children, compliance with statutory child

protection procedures and the Academy's relevant policies. Failure to disclose such information may result in disciplinary action which could lead to the termination of the jobholder's employment.

Safeguarding and Promoting the Welfare of Children and Young People

- The jobholder is required to follow all of the Academy's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The jobholder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.
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Health and Safety

- The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety, and the health and safety of other people who may be affected by their acts or failure to act. Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy, and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager, and the jobholder is required to comply with these and to use any protective clothing or equipment as instructed at all times.
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Confidentiality and Data Protection

- The jobholder is expected to comply with the provisions of the Data Protection Act 2018 and the General Data Protection Regulation. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy. Nothing shall prevent the jobholder from disclosing information that they are entitled to disclose under the Public Interest Disclosure Act 1998 as

amended, provided that the disclosure is made in accordance with the provisions of that Act/s.

Equality and Diversity

- The Academy and the Trust are committed to equality and value diversity. As such the Academy and the Trust are committed to fulfilling their Equality Duty obligations and expect all employees to share this commitment. The Duty requires the Academy and Trust to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. The jobholder is required to treat all people they come into contact with, with dignity and respect, and is entitled to expect this in return.

Training and Development

- The Academy has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their continuous professional development and learning, and to attend and participate in any training or development activities required to assist them in fulfilling their role and meeting their safeguarding and general obligations.
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The Trust Operates a Strictly No Smoking or Vaping Policy

- This applies to all Academy premises and those where Academy services are provided.

The above-mentioned duties are neither exclusive nor exhaustive, duties and responsibilities of the post may change as requirements and circumstances change. The post holder will be required to carry out duties as requested by management that are broadly within the level of the post.

	Special Needs Professional Scale 3	**Special Needs Professional Scale 4**
Experience	Experience of working with children of relevant age in a learning environment Experience of working with children with special educational needs	Significant experience of working with children of relevant age in a learning environment Significant experience of working with children with special educational needs
Qualifications/Training	Evidence of qualifications at or equivalent to L2 English and Maths	Evidence of qualifications at or equivalent to L2 English and Maths Attended relevant courses

Knowledge/ Skills	Can use ICT effectively to support learning Proven ability to communicate effectively both verbally and in writing. Good organisational skills including the ability to set and manage priorities Constantly improve own practice/knowledge through self-evaluation and learning from others Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these Demonstrate a commitment to the protection and safeguarding of children and young people.	Can use ICT effectively to support learning Proven ability to communicate effectively both verbally and in writing. Full working knowledge of relevant polices/codes of practice/legislation Working knowledge and experience of implementing a curriculum Good understanding of child development and learning processes Good organisational skills including the ability to set and manage priorities Ability to support colleagues Constantly improve own practice/knowledge through self-evaluation and learning from others Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these Demonstrate a commitment to the protection and safeguarding of children and young people.
Continuing Professional Development	Willingness to undertake additional training/ staff development as appropriate	Willingness to undertake additional training/ staff development as appropriate

PERSON SPECIFICATION

The person specification describes the skills, knowledge and experience required to carry out the job and will also be used in the shortlisting and interview processes.