

Job Description

Job title	Enhanced Resource Learning Support Assistant
Reporting to	Associate Assistant Principal (Resource Leader).
Grade / Salary	Ark Support Staff, Grade 5, Scale Point Range 7 - 11

The Role

- As a Learning Support Assistant at Carleton High School, you will work as part of the team supporting students with special educational needs and disabilities in our newly established Enhanced Mainstream Resource Provision. This is a dedicated provision within the school that provides extra support for students with an EHCP, placed by Wakefield SEND panel, who need help with Speech language and communication, while still being part of the wider school community.
- You will work under the guidance of the SENCO and the Resource Leader along with other senior staff to help students make progress both in the enhanced resource and in mainstream lessons.

Key Responsibilities

Main Duties and Responsibilities

- Support the daily running of the Enhanced Mainstream Resource Provision, making sure it is a safe, supportive, and welcoming space.
- Work with individual students or small groups, identifying suitable activities and interventions under the direction of the Resource Leader in line with the students' EHCP provision requirements.
- Adapt your support to meet the learning, emotional, and behavioral needs of students.
- Help students develop confidence, independence, and positive attitudes to learning.
- Prepare and organise resources for activities or interventions.
- Monitor and record student progress, sharing observations with the Resource Leader, and wider staff as required.
- Assist the Resource Leader with the monitoring of student attendance, making phone calls and accompanying the Resource Leader on home visits where appropriate.
- Undertake daily administration tasks as required to support students and families in the resource.
- Support students with transitions between the resource and their mainstream classes.
- Encourage positive behavior and help students learn how to manage their emotions and Actions.
- Work closely with teachers, other support staff, and outside professionals where appropriate.
- Keep student records up to date using the school's systems.
- Give regular feedback to students to help them understand how they are progressing.
- Take part in review meetings (such as EHCP reviews or One Page Profile updates) by sharing insights and updates on students' progress.
- Maintain a calm, supportive and professional approach when working with students who may

display challenging behavior or require extra care.

Responsibilities for Resources

- Effective use of materials and resources.

Responsibilities for Budgets and People

- None.

Performance Management and Review

- Objectives and professional development plans will be balanced between Ark, personal and school-focused objectives and will be formally agreed with your line- manager at the start of the review period. Ongoing support and monitoring will be provided through regular 1:1s, peer support, and external mentoring or CPD where required;
- The annual appraisal process will be used to assess performance against agreed objectives and professional development plans in accordance with the Appraisal Policy.

Core responsibilities and duties

All postholders are required to:

- Follow all school and Ark policies, especially those relating to SEND, safeguarding and behaviour;
- Ensure that you understand and comply with ARK Health and Safety Policy by following the relevant procedures that are in place;
- Read, uphold and promote the safety and well-being of pupils as set out in ARKs safeguarding procedures;
- Promote high standards of personal professional conduct in accordance with ARK Pontefract Region Employee Code of Conduct;
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, data protection and confidentiality, reporting all concerns to an appropriate person;
- Be flexible and ready to adapt your support to suit changing student needs;
- Work as a positive and proactive member of the school community;
- Promote the school values to students in your daily practice;
- Be aware of and support difference and ensure equal opportunities for all;
- Contribute to the overall vision and values of ARK;
- Appreciate and support the role of other professionals;
- Work effectively as part of team;
- Attend relevant meetings, as required;
- Participate in training and other learning activities and performance development as required;
- Treat all users of the school with courtesy and consideration;
- Present a positive personal image, contributing to a welcoming school environment which supports equal opportunities for all;
- Be proactive in seeking appropriate advice and guidance where required;
- Flexible and willing to work between different sites as required.
- Actively promote the safety and welfare of our children and young people

- Ensure compliance with Ark's data protection rules and procedures
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
- Be proactive in seeking appropriate advice and guidance where required;
- Flexible and willing to work between different sites as required.

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

Person Specification:

Enhanced Resource Learning Support Assistant

Qualification Criteria

Essential

- 5 or more GCSE's at grade 4/C or higher, including English and Maths (or equivalent grades/qualifications);
- Experienced teaching Assistant in leading interventions;
- Training in relevant strategies to support students with Special Educational Needs;

Desirable

- A good understanding of child development and learning processes;
- Full working knowledge of relevant policies / codes of practice / legislation.

Experience

Essential

- Experience of working in an educational environment or equivalent environment with young people;
- Experience of successfully working with identified students or groups of students with additional needs;
- Experience of monitoring and recording progress of learners using specialist support packages and programmes;
- Experience of working with and supporting students with communication and interaction needs / ASD;
- Experience of adapting lessons in order to support access to the curriculum;

Desirable

- Experience of multi-agency working in order to deliver and agreed plan.

Abilities, Skills and Knowledge

Essential

- A good understanding of Safeguarding and Child Protection, and SEND;
- Assist with the pastoral care of students, ensuring that the school meets all students personal and social needs;
- Work with staff members and parents in order to remove practical social and emotional barriers to learning;

- Ensure that any concerns are appropriately recorded and reported, including those in relation to attendance academic performance, and student well-being;
- Ability to develop consultation methods;
- Knowledge of the needs of SEN students in academic surroundings;
- Ability to communicate effectively, negotiate and network through highly developed interpersonal written, verbal and presentation skills;
- Work as an effective team member and apply given instructions;
- Prioritise and direct the workload of self and others, balancing long and short-term priorities;
- Set high standards and provide a role model for pupils and staff, setting expectations and acting in a professional manner;
- Be organised and demonstrate a willingness to take the initiative;
- Seek support and advice when necessary;
- Willingness to develop own understanding and capability through advice and training;
- Attend relevant training and undertake appropriate CPD activities, ensuring that staff members are kept up to date with relevant strategies.

Personal Qualities

Essential

- Prioritise and manage own time effectively;
- Commitment to inclusive education;
- Commitment to learning;
- An excellent record of attendance and punctuality;
- Promote the Ark vision in the promotion of inclusion.

Other

- Right to work in the UK;
- Commitment to equality of opportunity and the safeguarding and welfare of all students;
- Willingness to undertake training;
- This post is subject to an enhanced DBS check.

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click [this link](#).