

Academies Enterprise Trust

Job Description

Job Title:	Learning Support Assistant
Location:	Kingswood Academy, Wawne Road, Hull, HU7 4WR
Hours:	Term Time + 10 days
Reports to:	Head of Internal Alternative Provision

Purpose of the Role:

To provide an efficient and high quality support service to students at Kingswood Academy and champion teaching strategies for students.

Responsibilities:

- To promote the inclusion of students.
- 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.

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 provide support for student's emotional and social needs by encouraging and modelling positive behaviour and demonstrating high expectations, in line with the Academies' Behaviour policy.
- To assist with the general pastoral care of the students, and be assigned as a tutor to work with a group of students within the internal alternative provision.
- 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

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.

Kingswood Academy Mission

Ultimately our Mission is to ensure that: 'all students have an inner-belief and ambition to fulfil their dreams and live a happy and successful life.' We are passionate about our students 'recognising their academic worth' and making sure that they are 'prepared to make bold choices in order to secure places, and thrive, at the most reputable and highest performing colleges, universities and world-class employers.'

Kingswood Academy Key Drivers

We live and breathe our key drivers which are:

- The highest expectations
- Never give up
- Everyone is valued
- Value feedback
- No excuses
- Outstanding learning

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. 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.
6. 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.

We are a Disability Confident Employer and there is a guaranteed interview scheme for candidates with disabilities who meet the minimum selection criteria.

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

General heading	Detail	Essential requirements:	Desirable requirements:
Qualifications	Qualifications required for the role	<ul style="list-style-type: none"> GCSE English & Maths Grade A* - C or equivalent 	
Knowledge/Experience	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> Working with young people with 'Cognition and Learning' SEN Working with students with special needs and/or learning disabilities Numeracy – Basic level numerical experience Technology – Knowledge and experience of using IT packages i.e. Microsoft Word, Excel, Outlook, SIMS 	<ul style="list-style-type: none"> Experience of basic administrative and clerical process and procedures
	Abilities	<ul style="list-style-type: none"> Written – Ability to record basic information and undertake written tasks as required 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 Relationships – Experience of forming appropriate and productive relationships with students, staff and parents 	

		<ul style="list-style-type: none"> • Team work – Proven experience of effective team and independent working • Confidentiality – Comprehensive understanding of confidentiality issues within a school environment 	
Personal Characteristics	Behaviours	<ul style="list-style-type: none"> • A positive attitude • A relentless drive for improving the outcomes of students • Continuous Professional Development – Commitment to increasing own learning and development 	<ul style="list-style-type: none"> • Creativity – Ability to work on own initiative
	Values	<ul style="list-style-type: none"> • Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> ○ Be unusually brave ○ Discover what's possible ○ Push the limits ○ Be big hearted 	
Special Requirements		<ul style="list-style-type: none"> • Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people 	