

Job Description

Learning Support Assistant

- Grade:** Scale 4-6 Pro Rata (Actual £24,191 – £24,883)
- Working Pattern:** 30 hours per week 8.30am – 3.00pm (including a 50 minute unpaid lunch break). 39 weeks per year term time to include five training days.
- Responsible to:** SENDCO
- Location:** Oasis Academy Coulsdon
- Job Purpose:** To work under the instruction/guidance of the SENDCO, to provide specific work/care/support programmes. To support pupils to access learning. Work may be carried out in the classroom or outside the main teaching area.

Disclosure Level: Enhanced

As a valued member of our Learning Support Assistant team, you will:

Support pupils to make progress in key subjects or curriculum areas by –

- Working closely with the subject teacher, under the direction of the SENCO, to plan how to support pupils within the lesson
- Assisting with the planning of learning activities and support pupils to achieve learning goals.
- Supporting pupils on a one-to one basis or in a group setting
- Monitoring the response of pupils to learning activities and record achievements/progress as directed.
- Determining the need for, and preparing and maintaining general and specialist equipment and resources and assisting pupils in their use
- Providing detailed and regular feedback to the SENDCO and subject teachers on pupils' progress
- Promoting the Academy ethos
- Set challenging and demanding expectations and promote self-esteem and independence
- Establishing constructive relationships with key people
- Encouraging pupils to interact and work co-operatively with others and engage all pupils in activities

- Promoting independence and employing strategies to recognise and reward achievement
- Assisting with the development and implementation of Individual Education Plans and Personal Education Plans
- Being aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Attending and participating in relevant meetings as required
- Any other reasonable task as directed by appropriate staff

The person undertaking this role is expected to work within the policies, ethos, and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. 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.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

Person Specification Learning Support Assistant

Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

Requirements

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> At least to GCSE or equivalent in English and Maths 	<ul style="list-style-type: none"> Post 16 educational qualifications
Experience, Skills and knowledge	<ul style="list-style-type: none"> Self-motivated and committed to self-development Experience of working effectively within a team Recent experience of a multi-tasking role Good Literacy, Numeracy and ICT skills Good organisational skills Ability to encourage learning by building positive relationships Good interpersonal skills with the ability to liaise effectively with other staff Calm and adaptable with an ability to work within a flexible and busy environment High level of discretion and confidentiality. High expectations of behaviour and ability to challenge without confrontation 	<ul style="list-style-type: none"> Experience of working within a school environment Successful experience of working with young people Experience of working in a highly confidential environment Experience of using behaviour management strategies and techniques with young people A knowledge and understanding of specific learning difficulties such as ASD, ADHD, Dyslexia and Dyspraxia Proficient in the use of Microsoft Office, Bromcom, e-mail
Personal Qualities	<ul style="list-style-type: none"> Patience Flexible, mature, and balanced approach to work. Good interpersonal and communication skills are essential Able to deal with people from a broad cross-section of backgrounds at all levels, internally and externally Team player who is able to work collaboratively in a diverse team 	