

## Job Description

<b>Job Title:</b>	<b>Learning Support Assistant</b>
<b>Location:</b>	<b>Surrey, South East England</b>
<b>Hours of work:</b>	<b>37.5 hours per week, 39 weeks per year</b>
<b>Reports to:</b>	<b>Teaching and Learning Deputy Lead</b>

## Purpose of the Role:

To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and Academy policies and procedures. To work on a one to one basis both on the Academy grounds and at alternative venues to support pupils in reaching their learning targets

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

## Responsibilities:

- Establish positive, meaningful two way relationships with pupils.
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use.
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Promote positive pupil behaviour in line with Academy policies and help keep pupils on task.
- Interact with and support pupils, according to individual needs and skills.
- To participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on pupil progress and behaviour.
- Monitor and record pupil activities as appropriate writing records and reports as required.
- To support learning by arranging/providing resources for lessons/activities under the direction of the teacher.
- Assist with the development and implementation of Person Centred Plans (PCP).
- To attend to pupils' personal needs including help with social, welfare, physical and health matters, including minor first aid.
- To assist with the preparation, maintenance and control of stocks of materials and resources.
- Liaise with other staff and provide information about pupils as appropriate.
- To supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities and support the social development of pupils.
- To assist with escorting pupils on educational visits.
- To provide one to one support and tutoring to pupils on external educational programmes.

## **Additional Specific Responsibilities**

- as negotiated with the Principal in the interests of the pupils and of the CPD of the member of staff

The post holder needs to

- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Establish constructive relationships and communicate with other agencies/professionals to support achievement and progress of pupils.
- Have an understanding of the Nurture Group principles and practices and of Restorative Justice practices.
- Understand and apply Academy policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for your own development.
- Attend relevant Academy meetings as required.
- Respect confidentiality at all times.
- Participate in the performance and development review process, taking personal responsibility for identification of learning development and training opportunities in discussion with line manager.
- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.
- Undertake and comply with Managing Actual and Potential Aggression (MAPA) training and practice restraint reduction.
- Be able in exceptional circumstances to carry out restraint techniques on male pupils aged 9 to 16 in line with the criteria of the training and the Policy of the Academy.
- Drive the Academy minibuss.
- Ensure that all duties and services provided are in accordance with the Academy's Equal opportunities Policy.

### **Employee value proposition:**

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

### **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 Teachers' Pay and Conditions.
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 Principal/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:**

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

**LEARNING SUPPORT ASSISTANT – PERSON SPECIFICATION**

General Heading	Detail	Essential Requirements	Desirable Requirements
<b>Qualifications &amp; Experience</b>			
	Specific qualifications & experience	Educated to degree level with an interest in undertaking teacher training.	
		Successful experience working with children in a school/early years environment	
			Completion of DfE induction programme
	Knowledge of relevant policies and procedures		Basic knowledge of First Aid and understanding of the Academy policies and procedures
	Literacy	GCSE grade C or equivalent in English	
	Numeracy	GCSE grade C or equivalent in Maths	
	Understanding of Nurture Group		Have implemented or have knowledge of the Nurture Group principles and practices
	Restorative Justice		Have an understanding of the principles and practices of Restorative Justice
Driving	Full Driving License and use of a vehicle		
<b>Working with children</b>			
	Negotiating	Ability to consult with children and their families and carers and other adults	
	Behaviour Management	Understand and implement the Academy's behaviour management policy	
	SEN	Ability to understand and support children with developmental difficulty or disability	

	Curriculum		Good understanding of the Academy's curriculum Knowledge of literacy/numeracy strategies
	Child Development		Good understanding of the general aspect of child development
			Ability to assess progress and performance
<b>Working with others</b>			
	Health & Well-being	Understand and support the importance of physical and emotional wellbeing	
	Working with partners	Understand the role of others working in and with the Academy Understand and value the role of parents and carers in supporting children	
	Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	
	Team work	Ability to work effectively with a range of adults	
<b>Responsibilities</b>			
	Information	Know when, how and with whom to share information	
		Ability to follow instructions accurately	
	Organisational skills	Good organisational skills	
		Ability to remain calm under pressure	
	Line Management	Ability to support the work of volunteers and other teaching	

		assistants in the classroom	
	Time Management	Ability to manage own time effectively	
<b>General</b>			
	Creativity	Demonstrate creativity and an ability to resolve routine problems independently	
	Equalities	Awareness of and commitment to equality	
	Health & Safety	Basic understanding of Health & Safety	
	Child Protection	Understand and implement child protection procedures	
	Confidentiality/Data Protection	Understand procedures and legislation relating to confidentiality	
	CPD	Be prepared to develop and learn in the role	