Job Description

Job title	Learning Support Assistant (SEN)
Reporting to	Assistant Principal (SENCo)
Grade / Salary	Ark Support Staff, Grade 4, Scale Point Range 5 - 6

The Role

- Under the direction and supervision of a teacher (or line manager) support pupil's learning and attend to pupils' personal needs, in order to support teaching and learning in the classroom and across the school;
- This role may also include providing personal care to identified pupils and, for those pupils with mobility issues, to assist them in moving around the school.

This role will work across all key stages in the school.

Key Responsibilities

The post holder will:

- Work collaboratively with teaching staff and other support staff to enhance the development and education of pupils;
- Support the needs of individual pupils, or a small group of pupils, as directed by teaching staff;
- Be directed to meet the specific needs of individual pupils, in line with their statement of Special Educational Needs;
- Support the preparation, planning and implementation of individual and group learning activities and intervention programmes across the whole school, working alongside and in conjunction with professional teaching staff;
- Monitor the behaviour of pupils whilst they are undertaking their work to ensure a constructive environment and pre-empt/deal with situations arising in accordance with school policies and procedures;
- Assist with the personal needs of pupils including social, health, physical, hygiene, first aid and welfare matters;
- Assist with the supervision of pupils ensuring their safety and access to learning;
- Prepare the classroom as directed for lessons and to clear afterwards. This may include assisting with the display of work;
- Report to the teacher or line manager on pupil progress and achievements in accordance with school policy;
- Provide or gather routine information to or from parents/carers under the direction of the teacher or line manager;
- Prepare and maintain classroom resources so that they are readily available for use;
- Liaise with other professional staff, parents and outside agencies to ensure effective communication concerning the maintenance of pupils' wellbeing;
- Assist pupils in using resources, e.g. ICT;
- Assist with the supervision of pupils outside of lesson times, including before and after

school and at lunchtimes. These duties shall be undertaken within the postholder's contractual hours;
- Participate in school visits, assisting with activities as required.

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 Ark Appraisal Policy.

Core responsibilities and duties

All postholders are required to:

- 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 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: Learning Support Assistant (SEN)

Qualification Criteria

Essential

- Level 2 numeracy/literacy qualifications;
- Understanding the purpose and role of learning support

Desirable

- 4 or more GCSE's at grade 4/C or higher (or equivalent grades/qualifications);
- Qualifications in supporting pupils in a school setting (level 2 or 3);
- Understanding of Safeguarding and Child Protection issues

Experience

Essential

- Experience of basic technology, PC, internet and Microsoft Office packages;
- Experience of working with, or caring for, children or young people of relevant age

Desirable

- Experience of working in a school environment;
- Understanding of first aid;
- Experience of dealing with the behaviours not conducive to learning and able to deal with a variety of situations

Abilities, Skills and Knowledge

Essential

- Work as an effective team member and apply directions/instructions;
- Ability to relate well to children and young people;
- Able to apply written and verbal instructions;
- Able to set up basic, and routinely use, equipment and resources under the instruction of the teacher;
- Able to organise self to plan and complete tasks;
- Able to communicate effectively with young people and adults (parents, other staff);
- High personal standards;
- Able to seek support, when required;
- An excellent record of attendance and punctuality

Desirable

- Able to use initiative to support learning, with some guidance and support from the teacher;
- Able to seek support, when required;

- An excellent record of attendance and punctuality;
- Reliability, integrity and stamina;
- Respect confidentiality;
- Commitment to personal development and learning

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.