

Job Description

The BOA Group is a Multi-Academy Trust of specialist academies located in Birmingham city centre, in the hub of the creative and digital industries. Though based in Birmingham, the academies recruit from across the wider Midlands region.

The BOA Group is a distinctive Multi-Academy Trust, which has grown from our first school, Birmingham Ormiston Academy (BOA). We now have 3 purpose-built academies as well as a fully operational Edwardian theatre (The Old Rep, Birmingham) within the portfolio.

BOA Digital Technologies a brand new 11-18 Free School welcoming its first cohort of Year 7 students in September 2022. The next cohort of year 7s will start in September 2023 and it is our plan to admit Post 16 students the year afterwards, continuing to grow year on year. Our vision is to offer a truly unique and distinctive education and provide a new model of teaching underpinned by digital skills and learning. Located in the heart of Birmingham's growing technology and digital hub, close to industrial and academic partners, and with first-class facilities, BOA Digital is looking to meet the UK's growing need for a high-class digital workforce.

This job description sets out the duties at the time of drafting. The job description may be amended from time to time without incurring a change in the grading of the post.

Job role	Learning Support Assistant
Location/Site	BOA Stage and Screen Production Academy
Salary / scale point	Scale Point 4-9 (£23,114 - £25,119 Pro Rata) Actual salary (Term-time only) is £20,125 - £21,871
Reporting to	Assistant Principal (Pastoral/SEND/CO)
Direct reports	None
Hours (F/T, P/T, TT, F/Y etc.)	Term Time
Annual leave Allowance	Statutory annual leave plus school closure periods.
Job Summary	
To work as part of the Learning Support Team, providing pastoral support and supporting learners with Special Educational Needs	
Main responsibilities	
<ul style="list-style-type: none"> To develop an understanding of the special educational needs of the student(s) you will be supporting. To supervise and provide support to students with special educational needs, ensuring their safety and access to learning activities. Determine the need for, prepare and use specialist equipment, plans and resources to support students. Provide regular feedback to teachers and the SENCo on students' progress. To plan and deliver with the support of key staff, specific programmes of literacy and numeracy support and monitor its impact. To plan and deliver, with the support from key staff, specific pastoral programmes of support and monitor its impact. Involvement in the development of Individual Education/Behaviour/Support/ Mentoring plans. To provide clerical support as requested including filing, word processing, record keeping and telephone messages. Support students in exams with appropriate access arrangements. To contribute to raising standards by ensuring high expectations are set for students. Co-ordinate and organise students attending work placements or other out of Academy activities under the guidance of the teacher 	

<ul style="list-style-type: none"> Collaborate with teachers to contribute to planning lessons and activities. 			
Other			
<ul style="list-style-type: none"> To undergo any training/professional development required in order to perform the duties and responsibilities of this post efficiently and effectively. 			
<ul style="list-style-type: none"> To promote and safeguard the welfare of children and young people you are responsible for or come into contact with. 			
<ul style="list-style-type: none"> Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person. 			
<ul style="list-style-type: none"> Be aware of and support equal opportunities for all and appreciate and support the role of other professionals. 			
<ul style="list-style-type: none"> To undertake any other duties commensurate with the grade, deemed necessary at a particular time to ensure the smooth running of the Academy. <ul style="list-style-type: none"> To adhere to the ethos of the Academy: <ul style="list-style-type: none"> to promote the agreed vision and aims of the Academy. to set an example of personal integrity and professionalism. to attend and participate in relevant meetings as required. 			
Experience / Skills Required	Essential	Desirable	Measured (I, AF)
<ul style="list-style-type: none"> An adequate level of literacy and numeracy skills (GCSE Grade C or equivalent in English and Maths). 	✓		
<ul style="list-style-type: none"> Teaching Assistant specific qualification equivalent to NVQ Level 2 or 3. 		✓	
<ul style="list-style-type: none"> First Aid Training 		✓	
<ul style="list-style-type: none"> Experience of working with children, young people and families in a professional environment (i.e., education, health, social work). 	✓		
<ul style="list-style-type: none"> Experience of working as part of a team and independently as required. 	✓		
<ul style="list-style-type: none"> Ability to use ICT / the internet and email to support student learning 	✓		
<ul style="list-style-type: none"> Able to Use ICT to store and retrieve data 	✓		
Person Spec			
<ul style="list-style-type: none"> To be able to communicate effectively (verbal and written) with students, parents, members of staff and outside agencies. 			
<ul style="list-style-type: none"> Understanding of extrinsic and intrinsic motivators and how they can be used to engage children, young people and families. 			
<ul style="list-style-type: none"> Excellent organisation skills. 			
<ul style="list-style-type: none"> To be able to work as part of a team. 			
<ul style="list-style-type: none"> Ability to empathise with young people. 			
<ul style="list-style-type: none"> Understanding barriers of learning and a commitment to enabling young people to access education. 			
<ul style="list-style-type: none"> An open, honest and active listener. 			
<ul style="list-style-type: none"> A good understanding of child development and learning. 			
<ul style="list-style-type: none"> Have a desire to make a difference to our most wonderful students. 			
<ul style="list-style-type: none"> Ability to present confidently and competently at meetings or training sessions. 			
<ul style="list-style-type: none"> Ability to manage the quick and successful transition of students starting post 16 or leaving to start employment/university. 			
<ul style="list-style-type: none"> Ability to work within and apply all academy policies eg behaviour management, safeguarding, health and safety, equal opportunities 			
<ul style="list-style-type: none"> The ability to stay calm under pressure. 			
<ul style="list-style-type: none"> Flexibility/ability to adapt to new situations/challenges. 			
<ul style="list-style-type: none"> Creativity in solving problems. 			
<ul style="list-style-type: none"> Evidence of using own initiative to identify and plan appropriate interventions 			
Other Conditions			
<ul style="list-style-type: none"> All staff must hold a current Enhanced Disclosure Barring Service check. 			

- They must also ensure that statutory responsibilities and company policies are always upheld, with regards to health and safety, equal opportunities; data protection and other relevant legislation, policies and procedures, and that the Trust's vision and values are upheld and promoted.