Job Description

Leigh Academy Blackheath

Job Title: **Learning Support Assistant**
Reporting to: **Principal**

Key purposes of the job

- To provide practical assistance to the line manager in the Academy in catering for the personal welfare and educational needs of pupils.
- As far as possible to ensure a safe working environment for staff and pupils.
- To contribute to facilitating pupil access to the education system, assessing and supporting achievement and monitoring progress towards service objectives.

Main duties

- To work with individual pupils, and groups of pupils, with learning difficulties, both in class and in the Learning Support and Inclusion base, to enable them to access the curriculum.
- To support pupil(s) learning needs. This may involve using a wide range of strategies and methods, according to difficulty, including personal care.
- To contribute to the Individual Education Programme (IEP) and Annual Review of the supported pupil(s) as appropriate, and to apply specific strategies as outlined in reviews and assessments in order to support each identified pupils' learning and progress.
- To liaise with teachers and other school staff in the preparation of plans and materials.
- To prepare and adapt materials used in class to ensure that they are accessible to pupils with additional learning needs
- To attend training days/meetings that support the pupil(s) or address the needs of the school, in accordance with contractual arrangements as appropriate.
- To monitor identified pupils in lessons and provide teachers with feedback on participation and progress.
- To complete half termly reports on pupils' progress.
- To invigilate examinations and act as reader or scribe as requested.
- To take part in school activities and events as required, accompanying and supporting children on outings from school as necessary.
- To apply the Academy's behaviour management policy consistently and fairly.
- To have due regard to the Health & Safety at Work legislation in carrying out all aspects of the post.
- To promote the Academy's Equal Opportunities policy in carrying out all area of the post.
- Such other duties as may reasonably be required and are commensurate with the post grade.
- The post-holder should have the ability to form and maintain appropriate relationships and personal boundaries with children and young people, in safeguarding and promoting their welfare.

Person Specification

- Educated to GCSE level standard or equivalent (English and Maths A*- C grade or equivalent)
- Basic knowledge of SEND and other barriers to learning, including ASD, Visual Impairments, Physical Disabilities and Mental Health.
- Experience in a similar role.
- Basic knowledge of first aid; e.g. emergency first aid course.
- Ability to work constructively as part of a team.
- Excellent communication and interpersonal skills.
- A firm commitment to own personal and professional development.
- Commitment to equality and diversity

Professional Development

- To take responsibility for personal professional development.
- To take part, as appropriate, in the academy's professional development programme.
- To engage actively in the Performance Management Review process.
- To evaluate own personal performance through self-evaluation and learn from the effective practice of others and from evidence

Professional Values and Practice

- To support the academy's responsibility to provide and monitor opportunities for the personal and academic growth of pupils.
- To provide a role model through their personal and professional conduct.
- To work as a member of designated teams and contribute positively to effective working relations within the academy.
- To be proficient in the application of literacy, numeracy and ICT.
- To safeguard the health and safety of all pupils both on the academy premises and when engaged in authorised academy activities elsewhere.
- To contribute to the effective running of the academy

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

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal. 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.