

Job Description

Job Title: Learning Support Assistant – Intermediate (Level 2) Apprenticeship

Hours of work: 32 hours per week, 39 weeks per year

Overall Responsibilities:

After receiving guidance and training:

Purpose of Job:

To work in partnership with class teachers to support pupils with severe and complex needs and to support their learning in line with the national curriculum, codes of practice and school policies and procedures.

Training

During the apprenticeship you will be assigned an Assessor and you will complete a Level 2 BTEC Certificate in Supporting Teaching and Learning in Schools. You may also be required to complete Literacy, Numeracy and IT Functional Skills (this will be determined by existing qualifications). Training will be mainly through workplace assessment which will take place approximately every 4 weeks.

Main Duties:

After receiving guidance and training:

- Working with individuals or small groups of children under the direction of teaching staff.
- Provide skilled support to pupils with severe learning, behavioural, communication, social, sensory or physical difficulties and make use of appropriate equipment/resources and training.
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group according to individual needs and skills.
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group.
- Establish positive relationships with pupils supported.
- Promote the inclusion and acceptance of children with special needs.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- Support pupils with activities which support the development of key skills across a range of contexts.
- Support the use of IT in the classroom and develop pupils' competence and independence in its use.

- To attend to pupils' personal needs including help with social, welfare, care and health matters, including toileting, dressing, feeding, administration of medication, mobility etc.
- Carry out specific additional care tasks for individual pupils only at the direction of a suitably qualified member of staff and once full training has been given.
- Promote positive pupil behaviour in line with school policies and help keep pupils on task.
- Participate in planning and evaluation of learning activities with the teacher, writing reports and recording progress as required.
- Assist with the development and implementation of ILP's.
- Assist with the preparation of classroom teaching/learning aids as required.
- Monitor and record pupils responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher.
- To assist with the display and presentation of pupils' work.
- To assist with escorting pupils on educational visits.
- To understand and apply school policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.

Notes:

- You will have access to confidential information on pupils and possibly some staff within the school. Failure to maintain confidentiality may lead to disciplinary action which could ultimately lead to dismissal.
- You will be expected to take an active role in promoting e-safety and for ensuring you keep yourself informed of the school's policy in this respect.
- You will be expected to produce work of a high standard and promote high quality at all times.
- You will be expected to keep yourself updated on all matters relating to School policy and you must familiarise yourself with matters relating to health and safety as they affect you personally and/or the School.
- You will be expected to participate in a staff performance management scheme.

Other clauses:

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

Person Specification

Competency	Requirements	Essential / Desirable
1. Specialist Knowledge & Experience	<ul style="list-style-type: none"> ● Good numeracy/literacy skills ● GCSE Maths and English Grade A-C or equivalent or willingness to work towards literacy and numeracy functional skills qualifications ● Good IT skills ● Basic understanding of child development and learning <ul style="list-style-type: none"> ○ child development and learning ○ classroom roles and responsibilities ○ confidentiality <p>You must be resident in England and have the right to work in UK, aged over 16 and not in fulltime education or hold University degree</p>	E
	<ul style="list-style-type: none"> ● Experience of working with children with SEND 	D
2. Organisation & Planning	<ul style="list-style-type: none"> ● Ability to organise own workload, follow a schedule and meet deadlines ● Ability to plan own work on a daily basis 	E
3. Problem Solving & Initiative	<ul style="list-style-type: none"> ● Ability to work independently and use initiative ● Ability to stay calm under pressure 	E
4. Communication	<ul style="list-style-type: none"> ● Ability to communicate effectively and relate well to both children and adults 	E
5. People Skills & Customer Service	<ul style="list-style-type: none"> ● Ability to build and maintain effective relationships ● Ability to work effectively as part of a team ● Ability to provide excellent customer service, both to internal and external customers ● Demonstrate a commitment to equality 	E
6. Flexibility & Adaptability	<ul style="list-style-type: none"> ● Able to work flexibly to meet needs of the academies ● Willing to undertake relevant training courses including travel if required ● Willingness to attend to physical needs of pupils, e.g.; toileting ● To be flexible and adaptable to changing circumstances and situations 	E
7. Safeguarding	<ul style="list-style-type: none"> ● Understanding of safeguarding / child protection procedures 	E
8. Other	<ul style="list-style-type: none"> ● Commitment to self-evaluate learning needs and actively seek learning opportunities 	E