



# GREENWOOD ACADEMIES TRUST

## **JOB DESCRIPTION**

Post title: LEARNING ASSISTANT

Reporting to: Principal/ Deputy Principal/SENCo/Teacher

Purpose: To provide support to the Teacher across a range of activities to promote development and learning.

The following information is furnished to assist staff joining the Greenwood Academies Trust to understand and appreciate the role they play in the Organisation

### MAIN(CORE) DUTIES:

- Supervise activities of individuals or groups of pupils wherever these are planned to take place around the academy.
- Promote the development and learning of pupils (physical, emotional, educational and social) taking into account their speech, language, communication and social needs. Foster growth of self-esteem and independence, observe and record development.
- Assist with the planning and preparation of resources and activities in line with curriculum and local and national initiatives, e.g. literacy and numeracy, as directed by the Teacher.
- Assist pupils in the use of all classroom resources to ensure full participation.
- Assist pupils with a variety of personal self-help skills that are part of every day school experience, reporting progress or difficulties.
- Be familiar with all relevant statements of special educational needs specific to individual pupils.
- Establish and maintain consistent and positive relationships with pupils, interacting with them according to individual needs.
- Work with planned interventions/strategies from outside agencies where necessary according to the needs of specific pupils.
- Plan and deliver personalised learning plans track progress.

- Support pupils' needs during off-site visits under the direction of the Teacher.
- Act in accordance with Trust policies and procedures, particularly in relation to child protection and behaviour management.
- Ensure the health and safety of all pupils at all times.
- Report any problems or concerns to the Teacher(s).
- Any other responsibilities deemed appropriate to the level of the post.

All adults employed by the Greenwood Academies Trust are responsible for safeguarding and promoting the welfare of pupil they are responsible for or come into contact with.

All adults employed by the Trust have a responsibility data protection and have a duty to observe and follow the principles of the GDPR Regulation.

Whilst every endeavour has been made to outline all the duties and responsibilities of the post, this document does not specify every item in detail. Where broad headings have been used, all associated duties are naturally included in the job description.

## PERSON SPECIFICATION

### Learning Assistant

	Essential	Desirable	How Assessed
<b>Qualifications:</b>			
Educated up to GCSE level in both English and mathematics	✓		Application form
At least a Level 1 Teaching Assistant Qualification or equivalent expertise and experience	✓		Application form
<b>Experience:</b>			
Experience of working with young people and children, including those with Special Educational Needs (SEN)	✓		Application form; at interview and reference
Knowledge of and an ability to draw information from a wide range of services for support, information, opportunities and guidance		✓	Application form; at interview
<b>Personal and Professional Skills and Attributes:</b>			
Ability to engage constructively with, and relate to, a wide range of young children from different backgrounds	✓		Application form and at interview
Ability to undertaking assessments of pupils to determine those in need of particular support	✓		Application form and at interview
Ability to motivate and enthuse pupils	✓		Application form and at interview
A commitment to high academic standards	✓		Application form and at interview
A commitment to high standards of pupil behaviour	✓		Application form and at interview
Ability to work effectively as a member of a team and display excellent interpersonal skills	✓		Application form and at interview
First class communication skills at all levels	✓		Application form and at interview
Highly motivated, organised and enthusiastic	✓		Application form and at interview
High professional and personal standards	✓		Application form and at interview
Excellent interpersonal skills	✓		Application form and at interview
A commitment to working to strict deadlines	✓		Application form and at interview
Willingness to play a part in the wider life of the Academy	✓		Application form and at interview
<b>Other:</b>			
Must satisfy relevant employment checks			Documentary evidence

	✓		
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Requirements from confidential references:

	Essential
Written reference(s) only	✓
Confirmation of professional and personal knowledge, skills and abilities	✓
Positive recommendation from current employer	✓

The Greenwood Dale Foundation Trust will require the appointed candidate to gain satisfactory relevant background checks in accordance with safer recruitment guidelines; this will include an Enhanced (with Barred) Disclosure check.