

# **GREIG CITY ACADEMY**



## **Job Description**

This Job Description sets out in general terms the management, purpose and responsibilities of a specific job at GCA. It is not intended to be a comprehensive listing of every task that a GCA employee might be called upon to undertake. It is not a legal document, although it may be referred to in the Contract of Employment.

<b>Job Title:</b>	Learning Support Assistant
<b>Responsible to:</b>	SENDCo
<b>Hours:</b>	35 hours per week (8.20am to 4.20pm), working to a 40-week contract (term time only plus an additional five contractual days during the school holidays).
<b>Salary:</b>	Point 8 to point 12 of the NJC pay scale for outer London, working to a 40-week contract.

---

## **Purpose of the Job**

To support pupils with Special Educational Needs, to enable them to take as full a part in the school curriculum as possible. To work as part of a team to ensure pupils with SEND make appropriate progress.

## **Duties and Responsibilities**

You will:

1. be fully aware of, understand and carry out duties in accordance with the school's policies and procedures relating to Child Protection, health and safety, confidentiality and data protection and specifically in accordance with 'Keeping Children Safe in Education', and report all concerns to the named Child Protection contacts.
2. support the school's equal opportunities policy and support difference, ensuring each child has equal access to opportunities to learn and develop.
3. establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to the needs of individual pupils.
4. support the school's Christian ethos and work positively and supportively in accordance with the school's plans, policies and procedures.
5. develop and maintain effective and positive working relationships with all staff, parents/carers and the wider community.
6. participate in training and other learning activities as required and attend appropriate professional development courses as identified through post-holder's training needs analysis.
7. ensure that the post-holder's line manager is made aware and kept fully informed of any concerns which the post-holder may have in relation to safeguarding and/or child protection.
8. be responsible for your personal professional development and participate in the school's scheme for Performance Management.
9. promote and celebrate the successes of the school and foster a positive image to the local community.
10. model excellent professional conduct with colleagues, students and the wider community, demonstrating high personal standards.

## **Key Duties**

You will:

1. work with individual students and groups, under the direction of teachers and the SENDCo and be prepared to introduce tasks, monitor students' work and use a range of strategies to support learning
2. contribute to records of students' progress and achievements, as agreed with the SENDCo
3. provide practical support to the class teacher in maintaining a purposeful, orderly and supportive environment for learning
4. work within an allocated specialist SEND team supporting the specific needs of its pupils.
5. promote the inclusion and acceptance of all students

## **Job Activities**

You will:

1. use a range of support methods and resources, including ICT, appropriate to the needs of individuals and groups as directed by the class teacher
2. support the organisation of the learning environment, both inside and outside the classroom, including the production of differentiated materials where appropriate
3. develop knowledge of the particular needs of the students you support and share those with relevant professionals
4. attend regular liaison meetings with the supervising teacher to discuss students' progress and to plan and review current support
5. develop good relationships and communicate clearly and sensitively with parents/carers
6. attend, when necessary, formal meetings and annual reviews, during contracted hours, to discuss students' progress with parents and other professionals from external agencies; contribute to discussions about individual students.
7. participate in a programme of support for students at lunchtime and after school
8. undertake care tasks related to students' physical wellbeing including those with physical disabilities in accordance with LEA guidance and procedures
9. accompany students and teachers on educational visits and trips when necessary
10. assist with special activities in the school, e.g. sports day, school plays
11. provide assistance for SEND students during internal and public examinations, e.g. reading, scribing etc.
12. assist teachers by receiving and communicating instructions and knowledge directly from professional or specialist support staff involved in the students' education. These may include social workers, health visitors, language support staff, speech therapists, educational therapists, educational psychologists and physiotherapists
13. attend CPD where appropriate.
14. assist with the development and implementation of EHCP/Behaviour Support Plans, and/or Communication, Sensory and other programmes
15. set challenging and demanding expectations and promote self esteem and independence

16. manage resources effectively
17. participate in induction and appraisal systems and other inset and training provided by the school and other training agencies
18. acknowledge and act upon the necessity for personal professional development
19. develop professional skills and competencies
20. follow all policies and procedures of the school and Year Team (where appropriate) including recording and reporting of achievement, attendance and punctuality, uniform and behaviour
21. complete tasks as directed by the SENDCo.

## Other

Any other duties which may, from time to time, reasonably be required within the level of responsibility of the post and any other professional duties as directed by the Principal.

## Ethos

The Academy celebrates its place in a multi-cultural and multi-faith community. As a Church of England school, everything we do is underpinned by Christian values – values shared by those of other faiths and those with no religious faith, and which provide a moral framework for young people. A central thread in our collective worship policy is to help our students ‘to develop an enquiring mind and express and explore their own views openly and honestly’.

**GCA has a commitment to safeguarding and promoting the welfare of children and has safer recruitment procedures in place for the selection of staff. It is committed to the principle of equal opportunities; we welcome all applicants and value the diversity they bring.**

This job description will be reviewed as part of the appraisal process to reflect changing school, department and individual needs.

The duties and responsibilities of the post are to be carried out within the provisions of the Greig City Academy contract.

**April 2024**

## Person Specification

Qualifications	Essential	Desirable
Educated to NVQ level 3/4 or equivalent to include good GCSE passes in English and Mathematics	✓	
Educated to degree level or equivalent		✓
First Aid qualification (or willingness to work towards).		✓
Experience	Essential	Desirable
Working with children, young people, parents and families preferably within an educational context	✓	
Awareness of how pupils learn and the factors which affect progress	✓	
Working with professionals from other agencies and in multi-agency context		✓
Skills, Abilities, Personal Qualities and Disposition	Essential	Desirable
A commitment to the protection and safeguarding of children and young people, and to ensuring their well-being and achievement	✓	
An understanding and commitment to inclusive education	✓	
Excellent interpersonal skills and the ability to quickly build positive relationships with a wide range of students, parents, staff and the wider school community	✓	
Excellent communication skills and the ability to communicate clearly and effectively, both orally and in writing, especially with students, parents and carers, school staff and other professionals	✓	
Strong literacy and numeracy skills and the academic ability to support students effectively within the school curriculum	✓	
Good organisational skills with the ability to maintain accurate and up to date records	✓	
Excellent time keeping skills, with a demonstrable ability to meet tight deadlines and manage own time effectively	✓	
Excellent ICT skills: have the ability to use them as a teaching tool as well as for administrative purposes	✓	
The ability to establish and maintain effective working relationships with teachers and other members of staff	✓	
The ability to accept guidance and direction from teachers	✓	
Be able to work flexibly and as part of a team as well as on your own initiative	✓	
The ability to adapt to different environments within the school and to the needs of different children	✓	
Be reflective and show the ability to analyse personal performance and that of others in a variety of situations	✓	
A sympathetic approach to parents and a demonstrable understanding of the need for confidentiality	✓	
Have strong personal values, such as honesty and integrity, that provide a clear moral framework for professional conduct, and be able to show a clear understanding of the Christian ethos of the school	✓	
Be willing to contribute to the school's enrichment and extra-curricular programmes	✓	
Be prepared to undertake appropriate training for the post and a willingness to continue training to manage the key areas and tasks outlined in the job description	✓	
Equalities and Safer Recruitment	Essential	Desirable
Be able to clearly demonstrate that you are committed to the equality of opportunities and have a clear understanding of how this can be positively promoted within the school environment, both to students and staff	✓	
Be able to demonstrate an understanding of the importance of forming and maintaining appropriate relationships and personal boundaries with children and young people	✓	
Be willing to undergo an enhanced DBS Disclosure check	✓	