Job Description for Learning Support Assistant

Responsible to: Assistant Headteacher for Inclusion
Based at: Wingfield Academy
Paid on: Band D of the Support Staff Salary Scale

OVERALL PURPOSE OF THE POST

Facilitate individuals/groups of students' access to and progress in the curriculum, usually by assisting the students in class but sometimes in a withdrawal situation, and impact positively on students' learning and achievement.

MAIN DUTIES

- To encourage and motivate students and to increase their self-esteem and independence.
- Together with the subject teacher and Inclusion Department develop an understanding of student's needs and methods of working, supporting with rewards, sanctions and individual learning and behaviour plans as required.
- To adopt a general role of care for all students.
- To support students for assessment purposes when appropriate.
- To reinforce subject matter delivered by the class teacher.
- To reinforce or clarify spoken and written instructions.
- Where appropriate, to work with students in the classroom or in a withdrawal situation.
- To develop students language, basic literacy and numeracy skills.
- To implement Academy/Trust policies.
- To have a basic grasp of ICT and be prepared, with support and training, to monitor progress of students upon whom they focus.
- To support the Department in minor administrative tasks.

<u>Additional Duties</u>

- To carry out duties under the direction and supervision of the Assistant Headteacher of Inclusion, subject leader and the class teacher.
- To be willing to adapt and be flexible in duties and approaches.
- To attend meetings as required within terms of employment.
- To help with the preparation of resources and equipment and other clerical duties as appropriate.
- To attend INSET sessions within the academy as required by terms of employment and further sessions for personal development at the Learning Support Assistant's discretion.

Procedures and Administration

- To keep records of work undertaken with students and with the class teacher to identify progress achieved.
- With training, to access available data to monitor student progress and achievement.
- To communicate and pass on information to the class teacher and Director of Inclusion.
- Alongside the subject teacher, to understand and act upon aims, objectives and targets of both EHCP and Student Support Plans and to implement Code of Practice.
- To be committed to the safeguarding and welfare of children and young people
- To observe at all times confidentiality appropriate to the post and to work with Trust guidelines of Data Protection.
- Perform other duties as assigned by your line manager.

Please note this job has a Probationary Period of 6 Months and a Notice Period of 1 Month.

All staff and senior post holders have a duty for safeguarding and promoting the welfare of young people. Staff must be aware of the Trust procedures for raising concerns about students' welfare and must report any concern to the designated officers without delay. Staff must also ensure that they attend the appropriate level of safeguarding training identified by the Trust as relevant to their role. The post holder's duties must at all times be carried out in compliance with the Trust's Equality and Diversity Policy, and the post holder must take reasonable care of the health and safety of self, other persons and resources whilst at work. This entails supporting the Trust's responsibilities under the Health and Safety Act.
All staff are expected to support the achievement of the Trust's vision and strategic objectives and to demonstrate its values through their behaviour.

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Person Specification for Learning Support Assistant

There will be various opportunities for you to demonstrate you have the necessary attributes for this role such as through completion of the application form, at interview, during any tasks and through your provided references.

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	• Demonstrable experience of delivering excellent communication skills, whilst working in a busy environment.	• Administration – Particularly in relation to; recording information, maintenance of filing systems and completing correspondence. • To have an understanding or experience of young people of secondary age, within a structured setting e.g. education/youth work etc. • Experience of students with SEN.
Education and Training	• To be able to use ICT e.g. simple word processing. • Commitment to attend appropriate training and development commensurate with the post.	• Possess literacy and numeracy qualification at GCSE grade C or above.
Special Skills and Knowledge	• To have good oral communication skills. • Knowledge of issues that might present barriers to learning and social inclusion. • Ability to work on own initiative if required.	
Personal Skills and Qualities	• Strong oral communication skills with a wide variety of audiences. • Good interpersonal skills – ability to deal effectively with a wide range of people at all levels. • Discrete and sympathetic when dealing sensitive ad confidential matters. • Flexible and able to adapt to change. • Calm and able to handle difficult situations. • Can inspire and motivate others to deliver their full potential and achieve goals. • Demonstrates honesty and integrity.	
Additional Factors	• Willingness to undertake a variety of tasks in the classroom as directed by the subject teacher. • Ability to support the department with admin tasks. • Commitment to equal opportunities. • Flexible approach to working – the post may on occasion involve attending Academy events/open days. • Equality and Diversity – demonstrate fairness and respect in managing own behaviour and the behaviour of others.	