

## **JOB DESCRIPTION**

### **JOB PURPOSE**

To undertake support to students to enable access to learning and to assist the teacher in the management of learners and the classroom, under the instruction/guidance of teaching and senior staff.

### **DUTIES AND RESPONSIBILITIES**

#### **Support for the Learners**

- Supervise and provide particular support for learners, with additional/special educational needs, ensuring their safety and access to learning activities;
- Actively listen to students to understand issues and barriers so that you can directly support and resolve issues or escalate any complex issues.
- To support the teacher in the implementation of adaptive teaching.
- Promote the inclusion and acceptance of all learners;
- Provide feedback to learners in relation to progress and achievement under guidance of the lead teacher;
- Supervise small groups of students during intervention sessions directed by the Teacher or Senior staff, ensuring they complete the work that has been set.
- Complete any relevant administration and process implementation tasks to support teachers and senior staff as directed.
- Contact parents and carers as directed to provide relevant information about their child. This may include written or oral communication by phone or in person.
- Record in the appropriate MIS, behaviours concerns, information to be shared and parent portals, appropriately and as directed.

#### **Support for the Teachers & Senior staff**

- Create and maintain purposeful, orderly and supportive environment, in accordance with lesson plans and assist where specifically instructed by the teacher, with the display of learner's work;
- Use specific strategies as directed by the senior staff/teacher, to support learners to achieve their learning goals;
- Monitor learners' responses to learning activities and accurately record achievement/progress as directed;
- To support in LRC with staff and students with key effective intervention strategies
- Provide detailed and regular feedback to teachers on learners achievements/progress, problems etc;
- Promote good learner behaviour, dealing promptly with conflict and incidents in line with established policy and encourage learners to take responsibility for their own behaviour;
- Establish de-escalation routines in line with the behaviour policy of the academy;
- Establish constructive relationships with parents/carers under lead teacher/senior staff guidance;
- Provide clerical/administrative support where necessary, eg, photocopying, filing, administration etc.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant

learning activity and assist learners in their use;

### **Whole School Support**

- Support Exam periods as directed in order to ensure the smooth running of exams for learners. This will include room set ups.
- Support the SENCO in processing and administration requirements for any learners including correspondence, external agency contact, making referrals, attending meetings and associated administration, as directed.
- Support the AP with any pastoral and wider administration as necessary to support the department as a whole.
- Be aware of and support difference and ensure all learners have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the Academy;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings as required;
- Assist with the supervision of learners out of lesson times including duties, after school events and occasionally weekends where an event is taking place;
- Accompany teaching staff and learners on visits and out of school activities as required and take responsibility for a group under the supervision of the teacher;
- Participate in all compulsory training and other learning activities including CPDs, Inset Days and other critical development opportunities. Part timers may swap days in order to accommodate this.
- Assist with enrichment activities, e.g. small sports activities, engineering projects, creative or learning support groups.
- Show a duty of care and take appropriate action to comply with Health & Safety requirements, safeguarding, security, GDPR, confidentiality and data protection at all times reporting all concerns to an appropriate person;
- Demonstrate and promote commitment to Equal Opportunities and the elimination of behaviour and practices that could be discriminatory;
- Acts as a role model to learners and provide guidance and personal support when required.

The post holder may reasonably be expected to undertake other duties commensurate with the level and grade of this role as may be allocated from time to time by teachers, or senior staff.

### Person Specification for Learning Support Assistant

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

<b>REQUIREMENTS</b> The post holder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS
<b>QUALIFICATIONS</b>	
Level 2 Qualification or above in relevant subject	D
GCSE or equivalent qualification in English and Maths at grade C or above	E
<b>EXPERIENCE</b>	
Relevant professional experience	D
Willingness to develop skills to support children in a learning environment	E
Basic understanding of a learning environment and qualifications in the UK	E
Knowledge of a range of learners in any classroom	E
<b>KNOWLEDGE AND SKILLS</b>	
Ability to create an ethos which enables all learners to achieve their potential	E
To be able to work effectively as a team	E
Excellent interpersonal skills and ability to work in partnership with a diverse range of stakeholders	E
Good literacy, numeracy and digital/PC skills	E
An ability to inspire learners in Y9 to Y13	D
Ability to organise, plan and prioritise, meet deadlines, work under pressure	E
Excellent communication skills	E
Knowledge and understanding of secondary curriculum	E
Ability to analyse and interpret	D
Knowledge and understanding of health and safety and safeguarding	E
<b>PERSONAL ATTRIBUTES</b>	
A commitment to equal opportunities and a strong belief in inclusive education practices and that learning for all students is supported	E

Confidentiality and discretion	E
Enthusiasm, positive attitude, initiative and critical thinking, decision making	E
Flexibility and agility in times of change	E

All offers are subject to clearance of references and enhanced DBS checks, online checks and completion of mandatory training in the job.