

JOB DESCRIPTION – Learning Support Assistant

Ernesford Grange Community Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share this commitment.

Reporting to: Assistant Head Teacher- Inclusion

Hours: 33.5 hours per week. Term time only plus 5 days
8:30am - 3:30pm Monday to Friday, except Tuesday 8:30am 4:30pm

Grade : 2

Job Purpose: Under the instruction/guidance of teacher or Assistant Head Teacher- Inclusion and within the overall ethos of the Academy, undertake care and learning programmes and activities to support individuals or groups of pupils, including more specific support for those with special education needs, enable access to learning for students and assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or in other teaching areas.

In relation to the individual student

- To develop an understanding of the special educational needs of the student/s concerned
- To take into account the student/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials
- To build and maintain successful relationships with students, treat them consistently, with respect and consideration.
- To help promote independent learning
- To help reinforce learning
- To assist students with physical needs
- To help students record work in an appropriate way
- To develop study and organisational skills
- To help keep the students on task and to build motivation
- To model good practice
- To help build the student/s' confidence and enhance self esteem

- To have formal and informal meetings with teachers to contribute to planning lessons/activities
- To prepare materials and resources
- To prepare students beforehand for a task
- Use strategies, liaison with the teacher, to support pupils to achieve learning goals.
- To work on differentiated activities with identified groups
- To support the teacher in implementing specific teaching programmes
- To supervise practical tasks
- To carry out structured classroom assessment/ observation and feedback outcomes
- To be involved in keeping records and evaluating identified students' progress
- To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate
- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour
- To identify personal training needs and to attend appropriate internal and external in-service training
- Provide care support to students with Physical needs

Other Duties

- To be aware of child Protection issues, liaise when necessary with named staff and be willing to be part of the procedures for the Academy.
- To liaise with individual teachers, departments in relation to learning of individual groups of pupils.
- Except to identify own training needs and request training
- To work with the House Heads/Assistant Head Post 16 to identify students/groups of students in order to put measures in place to raise achievement.
- Ensure confidentiality at all times.
- To be an exemplary leader in dealings with staff, pupils, parents and outside agencies.
- Any other duties and responsibilities within the range of the salary grade.
- To promote a positive Academy ethos.
- To undertake any other duties that may be reasonably deemed part of the role and within the range of the salary grade.

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 paragraphs.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

The Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

The Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests. S.Lovick (January 2019)

Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification and Training	Good numeracy/literacy skills	Evidence of qualifications in this area Education to A level or its equivalent and beyond Qualifications in ICT
Experience	Evidence of having worked with children in some capacity	Relevant work experience in a similar environment Experience of working with children with SEN, preferably at secondary age
Qualities, Skills, Knowledge and Abilities.	<p>A positive interest in working with students</p> <p>Knowledge of relevant policies/codes of practice and awareness of legislation</p> <p>General understanding of National Curriculum and other basic learning programmes</p> <p>Ability to relate well to children and adults; sense of humour</p> <p>Adaptability</p> <p>Able to work on own and as part of a team</p> <p>Ability to build good working relationships with a range of colleagues</p> <p>A clear communicator</p> <p>Ability to work calmly and with patience</p>	An interest in ICT
Health	<p>A good attendance record</p> <p>Evidence of the stamina required to cope with the demands of the post</p>	
References	Supportive	

