Job Description

Job Title: **Learning Support Assistant**

Location: **Pioneer School**

Hours of work: **26.5 hours per week term time only**

Reports to: **Class Teacher and Head of Learning**

Purpose of the Role:

To work in partnership with class teachers to support pupils' with severe and complex needs and to support their learning in line with the national curriculum, codes of practice and school policies and procedures.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

Responsibilities:

- Work with individuals or small groups of children under the direction of teaching staff.
- Provide skilled support to pupils with severe learning, behavioural, communication, social, sensory or physical difficulties and make use of appropriate equipment/resources and training.
- Understand specific learning needs and styles and provide differentiated support to pupils individually and within a group according to individual needs and skills.
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to pupils' responses as appropriate.
- Establish positive relationships with pupils.
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher.
- Support pupils with activities which support the development of key skills across a range of contexts.
- Support the use of IT in the classroom and develop pupils' competence and independence in its use.
- Attend to pupils' personal needs including help with social, welfare, care and health matters, including toileting, dressing, feeding, administration of medication, mobility etc.
- Carry out specific additional care tasks for individual pupils only at the direction of a suitably qualified member of staff and once full training has been given.
- Promote positive pupil behaviour in line with school policies and help keep pupils on task.
- Participate in planning and evaluation of learning activities with the teacher, writing reports and recording progress as required.
- Assist with the development and implementation of ILP's.
- Assist with the preparation of classroom teaching/learning aids as required.
- Monitor and record pupils responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher.
- Assist with the display and presentation of pupils' work.
- Assist with escorting pupils on educational visits.
- Understand and apply school policies in relation to health, safety and welfare.
- Attend relevant training and take responsibility for own development.
- Attend relevant school meetings as required.
- Respect confidentiality at all times.

Employee value proposition:

We passionately believe that every child can discover their own remarkable life. It's what motivates us around here. We know this vision requires something extra. Which is why at AET, you'll find more. More opportunities, so you can forge your own path. More care and support, so you can prioritise what matters most. More purpose, for you and for the children we're inspiring. Come inspire their remarkable with us.

Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
6. 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.
7. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

Safeguarding

We are committed to safeguarding and protecting the welfare of children and expect all staff and volunteers to share this commitment. A Disclosure and Barring Service Certificate will be required for all posts. This post will be subject to enhanced checks as part of our Prevent Duty.

Signed …….. Date ……

Name …….....

<u>Person Specification</u>

Job Title: Learning Support Assistant

eneral heading	**Detail**	**Essential requirements:**	**Desirable requirements:**
ualifications	Qualifications required for the role	• English & Maths GCSE Level at "C" or above • Good general standard of education	• NVQ Level 2/3 in learning support, NNEB or other relevant qualification

nowledge/Experience	Specific knowledge/ experience required for the role	• Successful experience working with SEN children • Knowledge of general aspects of child development • Good communication skills with adults and children, verbally and in writing • Work constructively as part of a team, understanding classroom roles and responsibilities, and be able to contribute to group thinking and planning • Have a positive approach to behaviour management • Working knowledge of teaching and learning theory • Understand and support the importance of physical and emotional wellbeing	• Knowledge of basic IT to support learning • Basic understanding of Health & Safety • Basic knowledge of first aid
kills	Line management responsibilities (No.)	• None	•
	Forward and strategic planning	• To be able to work from teacher plans and follow reasonable directions with regards to moving learning on	•
	Budget (size and responsibilities)	• None	•
	Abilities	• Ability to motivate, inspired and have high expectations of pupils • Good organisational skills • Ability to remain calm under pressure • Ability to support the work of and build a good rapport with pupils/volunteers and other learning support assistants • Effective time management • Demonstrate creativity and an ability to use own initiative • An ability to resolve routine problems independently • Ability to assess progress and performance and keep records • Ability to lift and undertake manual handling	•

ersonal Characteristics	Behaviours	• Willingness to attend to physical needs of pupils, eg; toileting • To be flexible and adaptable to changing circumstances and situations • Commitment to personal and professional development and ability to critically evaluate own performance • Awareness of and commitment to equalities issues	

	Values	• Ability to demonstrate, understand and apply our values
		  ○ Be unusually brave
		  ○ Discover what's possible
		  ○ Push the limits
		  ○ Be big hearted	

pecial Requirements		• Successful candidate will be subject to an enhanced Disclosure and Barring Service Check • Right to work in the UK • Evidence of a commitment to promoting the welfare and safeguarding of children and young people	