

**Academies Enterprise Trust****Job Description****Job Title:** Learning Support Assistant**Location:** Hamford Primary Academy**Reports to:** SENDCO**Purpose of the Role:**

To assist in the support and inclusion of pupils with special educational needs within the school and to support the learning of all pupils as directed by the class teacher/SENDCO in order to maximise pupils potential. 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:*****A. Supporting the pupil***

1. To develop a knowledge of a range of learning support needs relevant to the school
2. To develop an understanding of the specific needs of pupils to be supported
3. To aid the pupil/s to learn as effectively as possible both in group situations and individually, inside and outside of the classroom and in the Autism unit.

*For example: Clarifying and explaining instructions Ensuring the pupil is able to use necessary equipment*

*Motivating and encouraging the pupil/s*

*Assisting in areas of specific weakness, such as speech and language or writing tasks*

*Helping pupil/s to concentrate on and finish work set*

*Attending to pupils' personal and health needs Developing appropriate resources to support the pupil/s*

*Assisting in the management of pupils' social interactions and behaviour*

4. To establish a supportive relationship with the pupil/s concerned
5. To establish acceptance and inclusion of the pupil/s in the classroom
6. To manage pupil/s as advised by the school
7. To use methods of promoting / reinforcing the pupils' self esteem
8. To ensure the safety of the pupil/s while in your care
9. To carry out any specific duties as outlined in the pupil/s One plan or EHCP

***B Supporting the SENDCO and Class Teacher***

1. To assist the SENDCO to develop a suitable programme of support and then carry out the programme, within the classroom or in a 1:1 situation
2. To maintain the SEN team's system of recording and monitoring of pupils' progress
3. To provide feedback about pupils' difficulties and/ or progress to the SENDCO and Class teacher
4. To write reports about the pupil/s' progress as requested by the SENDCO
5. To participate in the evaluation of the support programme, with the SENDCO and class teacher
6. To help adapt/ find differentiated materials to enable pupil/s to access the class curriculum
7. To report any problems about arrangements or any incidents to the SENDCO, or if unavailable, to the class teacher

***C. Supporting the school***

1. Where appropriate, to foster links between home and school
2. To liaise, advise and consult with other members of the SEN team
3. To contribute to Annual Review meetings, as appropriate
4. To participate in relevant professional development
5. To be aware of / follow school policies and procedures
6. To maintain confidentiality about home- school / pupil- teacher/ school work matters

7. To cover break and lunch duties if required
8. To complete any other task as directed by the head teacher/ SENDCO.

#### ***D. Health, safety and discipline***

1. Promote the safety and wellbeing of pupils
2. Maintain good order and discipline among pupils, managing behaviour effectively to ensure a good and safe learning environment
3. Follow the Child protection and safeguarding expectations as set by the DSL and in line with AET policy ensuring children and staff are safe

#### ***E. Personal and professional conduct***

1. Uphold public trust in the profession and maintain high standards of ethics and behaviour, within and outside school
2. Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality

#### ***Other***

1. To participate in the appraisal process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
2. To complete any other duties commensurate with the post, as directed by the Principal.

#### **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. 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.
2. 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.
3. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal
4. There may be occasions when it will be necessary to cover other Administrative roles within the academy when there are peaks and pressing issues.
5. 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.
6. 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.

## Person Specification

Job Title: Learning Support Assistant

General heading	Detail	Essential requirements:	Desirable requirements:
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"><li>GCSE grade C / 4 (or equivalent) in Maths &amp; English</li></ul>	<ul style="list-style-type: none"><li>Educated to A Level or degree level</li></ul>
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<p><b>Specialist Knowledge/Experience</b></p> <ul style="list-style-type: none"><li>Knowledge of inclusion / SEND</li><li>Experience of working with children with learning difficulties and/or disabilities</li><li>Experience of maintaining confidentiality and handling matters with sensitivity and discretion</li></ul> <p><b>Organisation &amp; Planning</b></p> <ul style="list-style-type: none"><li>Experience of managing a heavy workload &amp; conflicting priorities to deadlines</li><li>Experience of maintaining accurate records</li></ul> <p><b>Problem Solving</b></p> <ul style="list-style-type: none"><li>Experience of resolving problems independently</li></ul> <p><b>People Skills &amp; Customer Focus</b></p> <ul style="list-style-type: none"><li>Experience of providing excellent customer service with the ability to anticipate and meet student needs</li><li>Experience of building and maintaining effective relationships with others and negotiating effectively</li><li>Experience of working effectively as part of a team</li></ul>	<ul style="list-style-type: none"><li>Previous experience in a similar role</li><li>Experience of using Provision Map or similar</li><li>Knowledge/experience of working with children with ASD and ADHD</li></ul>
<b>Skills</b>	Line management responsibilities (No.)	<ul style="list-style-type: none"><li>n/a</li></ul>	
	Forward and strategic planning	<ul style="list-style-type: none"><li>Ability to plan work on a weekly to half-termly basis</li></ul>	
	Budget (size and responsibilities)	<ul style="list-style-type: none"><li>n/a</li></ul>	
	Abilities	<ul style="list-style-type: none"><li>Excellent literacy &amp;</li></ul>	<ul style="list-style-type: none"><li></li></ul>

		<ul style="list-style-type: none"> <li>numeracy skills</li> <li>• Good IT Skills (G Suite or MS Office)</li> <li>• Ability to stay calm under pressure</li> <li>• Excellent communication skills with the ability to use clear language to communicate information unambiguously both verbally and in writing</li> <li>• Ability to motivate and inspire students</li> </ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>• Resilience</li> <li>• Student-focused - patient and sensitive approach to working with individuals who require additional support</li> <li>• Demonstrate a commitment to equality</li> <li>• Takes responsibility and accountability</li> <li>• Commitment to Academy aims, ethos &amp; vision</li> <li>• Willing to develop and learn in the role and undertake appropriate training courses</li> </ul>	
	Values	<ul style="list-style-type: none"> <li>• Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> <li>◦ Be unusually brave</li> <li>◦ Discover what's possible</li> <li>◦ Push the limits</li> <li>◦ Be big hearted</li> </ul> </li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>• Enhanced Disclosure &amp; Barring Service Check</li> <li>• Right to work in the UK</li> <li>• Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> <li>• Requirement to use VDU</li> <li>• Role involves manual handling</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>