

## Job Description

### The Hawthorns School

#### Personal Growth Participation Preparation

for the child, the adult and the school

#### Job Description & Person Specification

<b>Job Title:</b>	<b>Learning Support Assistant</b>
<b>Grade:</b>	<b>Scale 3 (Points 5-6)</b>
<b>Based at:</b>	<b>The Hawthorns School</b>
<b>Reports to:</b>	<b>Headteacher/Class Teacher/Head of Department</b>
<b>Liaison with:</b>	<b>Teaching staff, support staff, Headteacher, pupils</b>
<b>Job Purpose:</b>	<ul style="list-style-type: none"><li>To work in partnership with Class teachers, Higher Level Teaching Assistants and other colleagues to assist pupils with autism and support their learning in line with the national curriculum, codes of practice, school and trust policies and procedures.</li></ul>
<b>Principal Accountabilities:</b>	<ul style="list-style-type: none"><li>Work with individuals or small groups of children under the direction of teaching staff.</li><li>Provide support to autistic pupils who experience areas of challenge with engagement and learning, social communication, language, sensory and/or physical difficulties.</li></ul>

## Main Duties & Responsibilities

### Job Description: Learning Support Assistant

#### Duties

- Interact with, and support pupils, 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 supported
- Provide feedback to pupils in relation to attainment and progress under the guidance of the Teacher
- Support pupils with activities which aid literacy and numeracy skills
- Support the use of ICT 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
- 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 records as required
- Assist with the development and implementation of pupils' individual plans, eg. IEPs
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the Teacher
- Assist the Teacher and other staff in the implantation of care programmes
- Support learning by selecting appropriate resources/methods to facilitate agreed learning activities
- Assist with the preparation, maintenance and control of stocks of materials and resources
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- Assist with the display and presentation of pupils' work
- Support pupils with intimate care as required.
- Supervise pupils for limited and specified periods during breaktimes when the post-holder should facilitate games and activities
- Assist with escorting pupils on educational visits
- Assist pupils during activities e.g. swimming, PE

## Main Duties & Responsibilities

### General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust, attend relevant school meetings as required, share ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and Trust
- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

*This job description will be reviewed annually and may be subject to a change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.*

## Person Specification: Learning Support Assistant

Qualifications & Experience			
Detail		Essential	Desirable
Specific qualifications & experience	Successful experience working with children in a school/early years environment		✓
Qualification	Educated to NQF Level 2, or equivalent, including English and Maths	✓	
Knowledge of relevant Procedures	Basic knowledge of First Aid Understanding of school environment		✓ ✓
Literacy	Good reading and writing skills	✓	
Numeracy	Good numeracy skills	✓	
Technology	Knowledge of basic ICT to support learning	✓	
Communication			
Written	Ability to write basic reports	✓	
Verbal	Ability to use clear language to communicate information and listen effectively	✓	
Languages	Able to overcome communication barriers with children and adults	✓	
Negotiating	Can consult with children and their families and carers and other adults	✓	
Working with Children & Others			
SEND	Ability to understand and support children with developmental difficulty or disability		✓
Child Development	Good understanding of the general aspects of child development Ability to assess progress and performance	✓	✓
Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing	✓	
Curriculum	Good understanding of the school curriculum, and knowledge of literacy and numeracy strategies		✓
Behaviour Management	Understanding and implementation of the school's behaviour management policy	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with children, families, carers and other adults	✓	
Team work	Ability to work effectively with a range of other adults	✓	
Working with partners	Understanding of the role of others working in, and with, the school Understand and value the role of parents and carers in supporting children	✓ ✓	

## Person Specification

Responsibilities			
Organisational skills	Good organisational skills	✓	
	Ability to remain calm under pressure	✓	
Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom	✓	
Time Management	Ability to manage own time effectively	✓	
	Demonstrate a flexible approach	✓	
Information	Know when, how and with whom to share information	✓	
	Ability to follow instructions accurately	✓	
Creativity	Demonstrates creativity and an ability to resolve problems independently	✓	
General			
Equalities	Awareness of and promotion of equality	✓	
Health & Safety	Good understanding of Health & Safety	✓	
Child Protection & Safeguarding	Understand and implement child protection and safeguarding procedures	✓	
Confidentiality/Data Protection	Understand and follow procedures and legislation relating to confidentiality	✓	
	Understand and implement the Trust's Data Protection Policies	✓	
CPD	Prepared to develop and learn in the role	✓	

## Application Procedure

Candidates should download and complete the SEAX Trust application form available from:

[www.seaxtrust.com](http://www.seaxtrust.com) or [www.essexschoolsjobs.co.uk](http://www.essexschoolsjobs.co.uk)

**Required:** ASAP

**Visits:** Please contact [admin@thehawthornsschool.com](mailto:admin@thehawthornsschool.com) to arrange a visit.

**Closing Date:** Friday 19th April 2024 at midday

**Interview:** Week commencing Monday 4th March 2024  
The Hawthorns School, Fox Crescent, Chelmsford, Essex, CM1 2BN

**Salary & benefits:** Local Government Pay Scale 3 (points 5-6)  
33 hours per week/40 working weeks per year

It is intended that the salary for the post will be commensurate with the experience of the candidate and the responsibility of the post.

**References:**

Referees will be contacted **prior to the interview date** on all shortlisted candidates. The Trust may review social media relating to shortlisted candidates as part of the screening process, to ascertain whether candidates demonstrate appropriate conduct, behaviour and suitability for employment in an educational environment.

Applications should be addressed to -

**Carrie Massey**  
**Support Services Leader**  
**The Hawthorns School**  
**Tel: 01245 207607**  
**Email: [carrie.massey@thehawthornsschool.com](mailto:carrie.massey@thehawthornsschool.com)**