

**Job title:** Learning Support Assistant Apprentice

**Main purpose of job:**

To assist in the support and development of students with special educational needs. The role may also involve supporting students who follow a vocational timetable, which includes supporting students on their college and work experience placements off site.

**Department:** SEND

**Location:** Plume Academy

**Position reports to:** Assistant Vice  
Principal SEND

**Position is responsible for:** N/A

**Length of contract:** Apprentice Contract,  
Term Time Only (38 Weeks), 30 hours per  
week 8.30am – 3.10pm Monday to Friday  
with college day release

**Salary:** In line with apprenticeship rates  
£8,295 per annum rising in line with  
apprenticeship rates in the second year

### Key Responsibilities and Accountabilities

**Main Duties:**

As directed by the Line Manager:

- Support and assist the student in accordance with their timetable whilst in school
- supporting the student with personal needs as required by the individual child/young person. This may include help with social welfare, care and health matters, including toileting, dressing, feeding, mobility etc.
- Help the student learn effectively on their own and in a group and develop the students' self-esteem, encourage independence and self-reliance
- Establish good working relationship with students
- Encourage the acceptance and integration of students with special educational needs
- To support students with physical disabilities where required
- To support students at college and work experience placements as necessary
- To assist with escorting students on educational visits both local & international travel if requested
- To physically assist students during activities e.g. Physical Education



- To support identified students in groups or individually to develop skills to support and promote learning and wellbeing
- To communicate with parents about mentees progress, if appropriate.

#### **Working with the class teacher**

- Support high quality teaching
- Assist in the development of a suitable programme of support
- Work with the teaching staff in the recording of student progress
- Maintain appropriate code of practice paperwork
- Participate in the evaluation and review of individual education and support plans
- To lead and work with small groups of students within lessons with direction from the teaching staff

#### **Supporting the academy**

- Liaise and consult with other professionals supporting students
- Attend relevant in-service training sessions and faculty meetings
- To follow and uphold academy policies
- It may be a requirement at times for you to take responsibility for a class of students at the changeover period between lessons

#### **General**

- to participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- to comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- ensure that all duties and services provided are in accordance in the Academy's Equal Opportunities Policy

**The Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment**

**Date of next review:** Annually in line with the PMR process.

Date: September 2021

<b>Person Specification - Qualifications and Experience</b>	<b>Essential</b>	<b>Desirable</b>
Educated to Level 2 standard of education Maths and English GCSE grade 9-5 or grade A - C or Functional Skills L2	✓	
Evidence of further professional study		✓
Good level of understanding of ICT in Microsoft packages		
High standards of achievement and professionalism	✓	
Excellent communication skills both written and oral and the ability to communicate effectively with students and staff	✓	
Experience of successfully managing whole academy issues and initiatives	✓	
Experience of managing staff and students to resolve conflict	✓	
Experience of responsibility in a pastoral area		✓
<b>Knowledge, Skills and Abilities</b>	<b>Essential</b>	<b>Desirable</b>
Thinking creatively to anticipate and solve problems	✓	
Organisational and planning skills including prioritisation of tasks	✓	
Demonstrates outstanding leadership traits and is comfortable as a team player	✓	
Ability to work as part of a team and on own initiative and with resilience	✓	
Ability to utilise data effectively to monitor progress and evaluate performance	✓	
Staying calm and cheerful when working under pressure	✓	
Has the knowledge, understanding and experience of additional support and outside agencies to assist in meeting pupils needs	✓	
Sharing and contributing to the aims and ethos of Plume Academy including a positive attitude to working with people with disabilities	✓	
Commitment to the personal development of all students, staff and self	✓	
Knowledge and understanding of safeguarding issues	✓	
Ability to involve parents/carers, teachers, pupils, and other stakeholders constructively in assisting with pupil needs	✓	
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>
Treats people fairly, equitably and with respect to maintaining positive working relationships	✓	
Ability to maintain trust and be highly respected by staff	✓	
Has high expectations and shows a passionate commitment to developing the best in young people	✓	
A creative and imaginative thinker who has the ability to identify innovative solutions to problems		✓
High level of communication skills both written and verbal and ability to address a range of audiences	✓	
Commitment to safe-guarding and promoting the welfare of young people	✓	
Flexible and adaptable	✓	

**Last updated:** September 2021

**Date of next review:** Annually in line with the PMR process.