



### JOB DESCRIPTION

<b>Title of Post:</b>	Learning Support Assistant
<b>Scale / Point:</b>	Scale 3, Point 4-5
<b>Responsible to:</b>	Pastoral Managers, SENCO, Teachers, Senior Leadership Team
<b>Principal Accountabilities:</b>	Provide particular and skilled support to students with severe learning, communication, social, sensory or physical difficulties
<b>Liaison with:</b>	All Staff and students

<b>Job Purpose:</b>	<ul style="list-style-type: none"> <li>• To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures</li> <li>• To provide support to students across the school or for those with severe learning, communication, social, sensory and physical difficulties</li> </ul>
<b>Duties:</b>	<ul style="list-style-type: none"> <li>• Work with individuals or small groups of children under the direction of the Class Teacher, SENCO or Pastoral Manager</li> <li>• Understand behavioural needs and how these can be demonstrated as a form of communication and provide differentiated support to students individually and within a group</li> <li>• Understand specific learning needs and styles and provide differentiated support to students individually and within a group</li> <li>• Implement planned learning activities/teaching programmes as agreed with the teacher and/or Pastoral Manager, adjusting activities according to students' responses as appropriate</li> <li>• Establish positive relationships with students supported</li> <li>• Provide feedback to students in relation to attainment and progress under the guidance of the teacher</li> <li>• Support students with activities which support literacy and numeracy skills</li> <li>• Support the use of ICT in the classroom and develop students' competence and independence</li> <li>• Promote the inclusion and acceptance of children within the classroom and wider school, ensuring access to lessons and their content through appropriate clarification, explanation and resources</li> <li>• Promote positive student behaviour in line with school policies and help ensure students remain on task</li> <li>• Monitor and record student responses and learning achievements, drawing any problems that cannot be resolved easily to the attention of the teacher, Pastoral Manager or relevant professional</li> <li>• Liaise with staff and other relevant professionals and provide information about students as appropriate</li> <li>• Encourage the inclusion of students in a mainstream setting using positive behaviour management techniques designed to develop the students' ability to behave appropriately</li> </ul>



<p><b>General:</b></p>	<ul style="list-style-type: none"> <li>• Participate in the performance and development review process, taking personal responsibility for identification of learning, development, and training opportunities in discussion with their line manager</li> <li>• Comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency, and security of information as appropriate. Take personal responsibility for all personal data within own working environment</li> <li>• Ensure that all duties and services provided are in accordance with the Trust's Equality &amp; Diversity Policy</li> <li>• Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September</li> </ul>
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**October 2023**

All staff are expected to:

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

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

The Local Governing Committee is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**PERSON SPECIFICATION**

**ROLE TITLE**

	<b>Detail</b>	<b>Examples</b>
<b>Qualifications &amp; Experience</b>	Specific qualifications & experience	<ul style="list-style-type: none"> <li>• Successful experience of working with children in a senior school environment</li> <li>• It is desirable but not essential to have knowledge of working with students from challenging backgrounds</li> <li>• G.C.S.E. or equivalent in English and Maths at grade 4+ (C+)</li> </ul>
	Knowledge of relevant policies and procedures	<ul style="list-style-type: none"> <li>• General understanding of the operation of a school</li> <li>• Basic understanding of school policies &amp; procedures</li> </ul>
	Literacy	<ul style="list-style-type: none"> <li>• Good reading and writing skills</li> </ul>
	Numeracy	<ul style="list-style-type: none"> <li>• Ability to count and undertake basic calculations</li> </ul>
	Technology	<ul style="list-style-type: none"> <li>• Good ICT skills, particularly using ICT to support learning</li> </ul>
<b>Communication</b>	Written	<ul style="list-style-type: none"> <li>• Ability to compose a professional email</li> </ul>
	Verbal	<ul style="list-style-type: none"> <li>• Ability to exchange verbal information clearly with children and adults</li> </ul>
	Languages	<ul style="list-style-type: none"> <li>• Overcome communication barriers with children and adults</li> </ul>
	Negotiating	<ul style="list-style-type: none"> <li>• Consult with colleagues Consult with children and their families and carers and other adults</li> </ul>
<b>Working with children</b>	Behaviour Management	<ul style="list-style-type: none"> <li>• Understand and implement the school's behaviour management policy</li> </ul>
	SEN	<ul style="list-style-type: none"> <li>• Understand and support the differences in children and adults and respond appropriately</li> </ul>
	Curriculum	<ul style="list-style-type: none"> <li>• Understanding of the learning experience provided by the school</li> </ul>
	Child Development	<ul style="list-style-type: none"> <li>• Basic understanding of the way in which children develop</li> <li>• Ability to assess progress and performance</li> </ul>
	Health & well being	<ul style="list-style-type: none"> <li>• Understand the importance of physical and emotional wellbeing</li> </ul>
<b>Working with others</b>	Working with partners	<ul style="list-style-type: none"> <li>• Understand the role of others working in the school</li> </ul>
	Relationships	<ul style="list-style-type: none"> <li>• Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults</li> </ul>
	Teamwork	<ul style="list-style-type: none"> <li>• Ability to work effectively with others in the school</li> </ul>
	Information	<ul style="list-style-type: none"> <li>• Ability to provide timely and accurate information, as required</li> </ul>
<b>Responsibilities</b>	Organisational skills	<ul style="list-style-type: none"> <li>• Good organisational skills</li> </ul>
	Line Management	<ul style="list-style-type: none"> <li>• Ability to supervise and monitor the work of others</li> </ul>
	Time Management	<ul style="list-style-type: none"> <li>• Ability to manage own time effectively</li> </ul>
	Creativity	<ul style="list-style-type: none"> <li>• Willingness to contribute ideas and suggestions to the working environment</li> </ul>



<b>General</b>	Equalities	<ul style="list-style-type: none"> <li>• Awareness of and commitment to equality</li> </ul>
	Health & Safety	<ul style="list-style-type: none"> <li>• Basic understanding of Health &amp; Safety</li> </ul>
	Child Protection	<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people</li> </ul>
	Confidentiality/Data Protection	<ul style="list-style-type: none"> <li>• Understand procedures and legislation relating to confidentiality</li> </ul>
	CPD	<ul style="list-style-type: none"> <li>• Be prepared to develop and learn in the role</li> </ul>

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