|  |  |
| --- | --- |
| **Job Title:** | Learning Support Assistant 1:1 SEN (Student Specific) |
| **Department:** | Student Support Team |
| **Reports to**: | SENCO |
| **Grade:** | SCP Points 5-6  32.5 hours per week  Term time plus one week |
| **Staff Group**: | Support Staff |
| **Job Purpose:** | Under the guidance of teaching/senior staff or SENCO, to work with an individual student to support their access to and attitudes to learning and progress whilst promoting their independence. |

|  |  |
| --- | --- |
| **Main Tasks and Responsibilities** | |
| 1 | To carry out learning activities with a student under the teacher’s guidance and adjusting the activities according to student responses. |
| 2 | To monitor a designated student’s responses to learning activities and provide detailed and regular feedback to teachers on the student’s progress and to provide feedback to the student under the guidance of relevant teachers. |
| 3 | To help prepare and maintain an orderly and supportive environment in classrooms and throughout the Academy, including assisting with learning activities, setting up required equipment/resources where appropriate and assisting with supervisory duties. |
| 4 | To administer intervention packages under the direction of the teacher, senior staff or the SENCO. |
| 5 | To assist with the supervision of an individual student out of lesson times, including before and after school and accompany teaching staff and the student on visits, trips out and out of school activities as required. |
| 6 | To promote excellent student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage the student to take responsibility for their personal behaviour. Should these incidents involve any form of abuse of equal opportunities, to ensure those involved understand that it is unacceptable. |
| 7 | To foster and maintain constructive and supportive relationships with parents and carers, exchanging appropriate information, facilitating their support for their child’s behaviour, attendance, progress, access and attitude to learning and supporting home to school community links. |
| 8 | To provide support and assistance for the student’s pastoral needs. These include help with all aspects of personal care and dressing, caring for the sick, injured and distressed student, giving First Aid/medicine or accompanying the student to a health centre or hospital as necessary. |
| 9 | To be aware of and comply with policies regarding safeguarding, health and safety, confidentiality and Data Protection and equality in the workplace, manual handling and complete all mandatory training around these topics. |
| 10 | To attend to the personal and social needs of the student and any other special requirements depending on the nature of the student’s Special Educational Needs and wherever possible, making these parts of the learning experience. |
| 11 | To provide physical support and maintain personal equipment used by the student at the Academy. |
| 12 | To assist teachers by receiving instructions directly from professional or specialist support staff involved in the students’ education and assist with programmes or special care under the direction of the appropriate specialist. These may include social workers, health visitors, language support staff, speech therapists, educational psychologists and physiotherapists. |
| 13 | Any other duties commensurate with the grade and level of responsibility of this post. |

|  |
| --- |
| **Specialist Duties** |
| Learning Support Assistant for specific student with a physical disability. |

|  |  |
| --- | --- |
| **General Responsibilities** | |
| 1 | To carry out responsibilities, commensurate with your position, as defined within the following policies and procedures:   * Equal Opportunities * Health, Safety & Welfare * Child Protection * Data Protection * Risk Management * Manual Handling |
| 2 | To undertake any other similar duties of this level as required by the Executive Principal or Leadership Team, including providing clerical/admin support as required. |

**Person Specification**

|  |  |  |  |
| --- | --- | --- | --- |
| **Job Title** | Learning Support Assistant | **Location** | Attleborough Academy |
| **Department** | Student Support Team | **Grade** | Scale D |
| **Reports to** | SENCO | **Post Reference** | Support Staff |

|  |  |
| --- | --- |
| **Qualifications / Education / Training** |  |
| **ESSENTIAL** | **DESIRABLE** |
| English/Literacy and Maths/Numeracy qualifications at Level 2 or equivalent. | Other relevant qualifications e.g. Foundation Degree in Education. |
| NVQ 3 or equivalent in teaching assistance or equivalent experience. | NVQ in Supporting Teaching and Learning. |
| Educated to at Least Level 3. | Training in the literacy/numeracy strategy and/or in a particular curriculum or learning area e.g. bilingual sign language, dyslexia, ICT, Maths, English. |
|  | First Aid training in specific medical procedures. |
|  | Experience of personal care and manual handling. |
| Experience |  |
| Experience of working with children of the relevant age in a school, college, care, health service, social care or youth environment. | Experience of working with children with a physical disability. |
| Skills, Knowledge and Level of Competency |  |
| Can use ICT effectively to support learning and the use of other technology. |  |
| Ability to self-evaluate learning needs and actively seek learning opportunities. |  |
| Ability to relate well to children and adults. |  |
| Work constructively as part of a team, understanding roles and responsibilities and their own position within these. |  |
| Excellent communication skills both written and oral. |  |
| Personal Qualities |  |
| Committed to supporting student success. |  |
| Self-motivated and able to motivate others. |  |
| Good interpersonal skills. |  |
| Committed to safeguarding and promoting the welfare of children and young people. |  |
| A commitment to Equal Opportunities. |  |
| Other (eg constraints) |  |
| Flexible to work outside normal hours and days when necessary. |  |