**Job Description**

**Post Title:** **HLLSA Primary (Higher Level Learning Support Assistant)**

**Location: Arnold Hill Spencer Academy**

**Salary/Pay Range:** **NJC15 – NJC22 £21,530 - £24,730**

**Hours of work: Full Time, *Term Time +2 Weeks, Permanent.***

**Reporting to: SENCO/Deputy SENCO**

**Purpose of Role**

The Primary focused Learning Support Assistant is responsible for:

* Providing and running provision for a small group of KS3 pupils working at Primary levels.
* Delivery Numeracy and Literacy sessions.
* Carry out specific small group and individual teaching for students with additional needs.

**Nature and Scope**

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

**Main Duties and Responsibilities**

* Record the outcome of student assessments of progress in intervention on a regular basis so that records are always up to date and impact is measured.
* Keep accurate records and input and extract information and data from the academy’s database and systems.
* Support the development and monitoring of support plans and Education Health Care Plans (EHCPs).
* Communicate regularly and effectively with the parents/carers of students with SEND, providing regular updates on student progress.
* Hold regular meetings and reviews with parents/carers and relevant agencies.
* Communicate regularly and effectively with staff to collect information and disseminate data and up to date information about students.
* Work with the SENCO and Deputy SENCO and Exams Officer (as required) to ensure that students receive the support they are entitled to for examinations.
* Supervise students during examinations, breaks, lunchtimes and other unstructured times when required.
* Conduct home visits and meet with pupils, parents and other agencies outside of the Academy when necessary.
* Support pupils with medical conditions and ensure accurate records are kept.
* Attend Parents Evenings and SEN drop-ins as needed to meet with parents of students with SEND.
* Establish and promote productive relationships with students, acting as a role model and setting high expectations.
* Establish constructive relationships and communicate with relevant staff to support students’ learning and progress.
* Promote the social and emotional development of students.
* Accompany students on educational visits and other off-site activities as required.
* Work collaboratively with all staff in order to extend the learning opportunities of all students.
* Establish working relationships with external agencies to support students as appropriate and attend multi-agency meetings as appropriate.
* Be responsible for referring to outside agencies for additional support, including early help referrals.
* Deal with responses for requests for information from professionals in a timely manner and with meticulous attention to detail.
* Take and keep accurate records of minutes of meetings.
* Support pupils with transition to/from the academy as required.
* Keep diary up to date in liaison with the Inclusion administration, SENCO and Deputy SENCO.
* Support the SENCO and Deputy SENCO in preparing and delivering CPD.
* Record the outcome of student assessments of progress in intervention on a regular basis so that records are always up to date and impact is measured.
* Keep accurate records and input and extract information and data from the academy’s database and systems.
* Support the development and monitoring of support plans and Education Health Care Plans (EHCPs).
* Communicate regularly and effectively with the parents/carers of students with SEND, providing regular updates on student progress.
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* Deal with responses for requests for information from professionals in a timely manner and with meticulous attention to detail.
* Take and keep accurate records of minutes of meetings.
* Support pupils with transition to/from the academy as required.
* Keep diary up to date in liaison with the Inclusion administration, SENCO and Deputy SENCO.
* Support the SENCO and Deputy SENCO in preparing and delivering CPD.
* Work closely with the Safeguarding Lead and Deputy to ensure effective safeguarding of all children, in particular vulnerable groups.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
* Participate in the Trust Professional Performance Review process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

Signature

Date

**Person Specification**

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|  | **Essential** | **Desirable** |
| **Qualifications and experience**  |
| * Good standard of education especially with regard to literacy and numeracy skills.
* GCSE Maths and English grade C or equivalent
* NVQ Level 3 or 4 for Teaching Assistants, a teaching qualification, degree or equivalent
* Experience of managing staff
* Understanding of National and Local Policies for SEND
* Previous experience in an education environment
* Experience of working with students, parents and professionals
* Experience of training and knowledge in relation to the code of practice
* Experience and understanding of safeguarding and child protection procedures
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| **Knowledge and skills** |
| * Ability to build and form good relationships with students, parents/carers and colleagues
* Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals
* Ability to work constructively as part of a team, understanding school roles and responsibilities including own
* Good standard of numeracy and literacy skills
* Ability to use basic ICT packages and equipment effectively
* Ability to absorb and understand a wide range of information
* Basic understanding of child development and learning principles
* Good working knowledge of behaviour management strategies
* Working knowledge of national curriculum and other basic learning programmes / strategies
* Working knowledge of relevant policies and procedures, and awareness of relevant legislation
* Good understanding and experience of effective strategies and interventions to support pupils with SEND
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| **Personal qualities** |
| Excellent interpersonal skills with the ability to maintain strict confidentialityInitiative and ability to prioritise own work and that of others to meet deadlinesEfficient and meticulous in organisationAble to follow direction and work in collaboration with the leadership teamAble to work flexibly, adopt a hands-on approach and respond to unplanned situationsAbility to evaluate own development needs and those of others and to address themCommitment to the highest standards of child protection and safeguardingRecognition of the importance of personal responsibility for health and safetyCommitment to the Trust’s ethos, aims and whole community. |  |  |