

<b>Job title</b>	Learning Progress Assistant
<b>Salary / Grade:</b>	Grade 4 £17,882 - £19,743 per annum pro-rata (FTE £22,183 - £24,491)
<b>Working hours / weeks:</b>	34 hours and 50 minutes per week, 39 weeks a year
<b>Core purpose:</b>	<p>To work in partnership with teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures.</p> <p>To provide support to students with varying degrees of learning, behavioural, communication, social sensory or physical difficulties.</p> <p>To ensure student's progress in line with their targets and meet their handling and well-being inclusive needs, reporting to the SEND Team Leader.</p> <p>To work within Inclusion as part of a larger team in 'Closing the Gap'.</p>

## Corporate responsibilities:

- To ensure that the responsibilities of the role are carried out in a way that reflects the vision and values of the Trust.
- To be aware of and observe all policies, procedures, working practices and regulations, and in particular to comply with policies relating to Child Protection, Equal Opportunities, Health and Safety, Confidentiality, Data Protection and Financial Regulations, reporting any concerns to an appropriate person.
- To contribute to a culture of continuous improvement.
- To comply with all reasonable management requests.

## Key responsibilities:

- Undertake professional development activities to enhance personal development and job performance, through provision of training or mentoring.
- Comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To adhere to existing working practices, methods, procedures, undertake relevant training and development activities and to respond positively to new and alternative systems.
- Provide particular and skilled support to students with severe learning, cognition and communication, social sensory, physical and emotional difficulties.
- Work with students to enhance their wellbeing and learning.
- Understand specific learning needs and provide differentiated support to students individually.
- Work with and have accountability of students with SEN needs (1:1 and mentoring) during registration or at brunch/lunch and after-school.
- Establish positive relationships with supported students.
- Support literacy and numeracy development.
- Support the use of ICT in the classroom.
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources.
- Promote positive student behaviour in line with school policies and help keep students on task.
- Track and record student responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher/Faculty Leader.
- To supervise all students for limited and specified periods including break times when the postholder should facilitate games and activities/homework support.
- To assist with escorting students on educational visits.



- Attend relevant training and take responsibility your own development.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the SEND Team Leader.
- Provide support and immediate care in case of minor accidents and report serious incidents to the appropriate person for action.
- Support student progress intervention before school, at brunch and lunch time and/or after school when required.
- Undertake any other duties which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.
- Liaise with parents/carers of named students as and when required.

### Notes:

This document is an overview of the role. The responsibilities will include but will not be limited to those listed above and it is anticipated that the role will evolve over time and as such the duties may change.

This document does not form part of the contract of employment.

This post will have contact with children and as such a satisfactory disclosure from the Disclosure and Barring Service (DBS) is required as a condition of employment.

### Our Mission:

*Why do we exist?* To provide our students with opportunities and experiences to enhance their life choices, making a positive contribution to the world we share.

### Our values:

*How do we behave?*

**Ambition:** we maximise our potential through striving for excellence.

**Teamwork:** we give 100% effort, displaying kindness and humility for the benefit of all.

**Honesty:** we are respectfully open about our successes and areas for growth

### Our strategic anchors:

- Create a healthy organisation, free from politics and confusion through clarity following the **empowered to lead** operating model.
- Build a **compelling school culture** built on strong professional relationship where all can achieve.
- Craft and implement a **high-value curriculum** which is knowledge rich to allow meaningful application of skills.
- Put **people first** through high impact professional development and instructional coaching.



## PERSON SPECIFICATION

Role: LPA		E/D	A	I
<b>Qualifications &amp; Training</b>				
1	Minimum of Level 2 including English and Maths	E	✓	
2	Teaching Assistant Qualification / equivalent or willingness to achieve	E	✓	
<b>Experience</b>				
3	Experience of working within a school environment	E	✓	✓
4	Experience of working with or supporting students / young people	E	✓	✓
5	Experience of supporting others to manage behaviour	E	✓	
<b>Knowledge &amp; Understanding</b>				
6	Understanding of child protection	E	✓	✓
7	Up to date knowledge of education initiatives	E	✓	✓
8	Understanding of the role of a TA within a school	E		✓
<b>Skills &amp; Abilities</b>				
9	Able to use ICT to support learning	E	✓	
10	Ability to work under pressure	E		✓
11	Clear verbal communication skills	E		✓
12	Clear and accurate written communication skills	E	✓	
13	Ability to work constructively as part of a team	E	✓	✓
14	Ability to plan and manage own workload	E	✓	✓
<b>Personal Attributes</b>				
15	Confidence to forge effective relationships with students and colleagues	E		✓
16	Willingness to train for and undertake moving and handling duties to accommodate students with physical / sensory needs	E		✓
17	Able to interpret data in an educational environment	E	✓	
18	Ambition to continually improve	E		✓
19	Able to generate a positive, 'can do' approach to learning	E		✓
20	Ability to relate well to both children and adults	E		✓
<b>Other</b>				
21	A commitment to uphold and promote equality of opportunity	E		✓



22

Demonstrates an understanding of Safeguarding issues relevant to the post

E

✓

**Key:** ✓

<b>E</b>	<b>Essential</b>
<b>D</b>	<b>Desirable</b>
<b>A</b>	<b>Assessed by Application Form</b>
<b>I</b>	<b>Assessed by Interview</b>

Date: August 2021

