

Job Title:	Learning Support Assistant	Job Category:	Support
Department/Group:	Biggleswade Academy	Job Code/ Req#:	LSA1
Location:	Biggleswade Academy	Travel Required:	No
Level/Salary Range:	NJC 2A 3-4	Position Type:	Permanent
Reports to:	SENDSCO	Weeks per year:	38.6 (term time + 3 days)
Job Purpose			
<ul style="list-style-type: none"> To promote effective academic and holistic pupil progress within and outside of the classroom by working under the instruction and guidance of the Leader of Learning (Inclusion) and SENDCO To undertake educational activities and attend to the educational, personal and social needs of pupils in order to support their learning and development and to ensure their safety. 			
Job Description			
Role and Responsibilities			
Responsibilities			
Support for Pupils			
<ul style="list-style-type: none"> To promote and develop academic and holistic pupil progress at every opportunity. To attend to the educational, personal and social needs of pupils and any other requirements, depending on the pupil's special needs and, wherever possible, make these part of the learning experience. To promote and support the inclusion of all pupils in the learning activities in which they are involved. Whilst there will be a need to support a named pupil or pupils with Educational Health Care Plans, support for other pupils will be required. To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with the Educational Visits Coordinator. To facilitate the development of pupils in independence. To lead high quality intervention programmes to support progress in identified areas of development where required. 			
Support for Teachers			
<ul style="list-style-type: none"> To assist in devising and extending educational activities, and in preparation of the curriculum, within the overall plan set by the class teacher, including contribution to the development and implementation of SMART targets to develop pupils learning. 			

- To help assess and systematically record pupils' progress and achievements, using the results of this monitoring in further support work.
- To efficiently prepare, maintain and use classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc).
- To assist in maintaining classroom discipline by working with individuals and groups of pupils in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.

Support for the Curriculum

- To support the teaching specific curriculum areas/specialisms as required and agreed with the Inclusion Manager Leader in learning (inclusion).

Support for the School

- To work collaboratively with colleagues as part of a professional team, in particular the Inclusion Manager, Leader in Learning (inclusion), individual class teachers and other Learning Support Assistants; working at all times within the Academy's policies and procedures.
- To assist in the general efficient operation of the Academy, including providing cover for other support staff where necessary and as directed to do so.
- To attend staff meetings, participate in appraisal arrangements and undertake training and development activities, including first aid training as required.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- To undertake tasks of a similar nature and level, as directed by the SENDCO, Vice Principal or Academy Principal.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Qualifications and Education Requirements

Essential	Desired
<ul style="list-style-type: none"> • Educated to GCSE level A-C in English and Maths 	<ul style="list-style-type: none"> • Evidence of further educational development and commitment to lifelong learning • Level 2/ NNEB/ BTEC or equivalent childcare qualification

Experience

Essential	Desired
<ul style="list-style-type: none"> • Experience of working with children, either 1:1 or in groups • Experience of working with pupils with behavioural and/or learning needs 	<ul style="list-style-type: none"> • Experience of leading child centred activities

Knowledge & Skills

Essential	Desired
<ul style="list-style-type: none"> • Understanding the needs of children in an educational setting • Ability to work collaboratively with others, and to communicate effectively. • Ability to contribute to the planning and development of educational activities • Ability to work without constant supervision • Basic ICT skills 	<ul style="list-style-type: none"> • Experience of communicating with parents/ external agencies • Ability to use ICT in the classroom

Reviewed By:	C Harrowing	Date:	August 2018
Approved By:		Date:	
Last Updated By:	C Harrowing	Date:	August 2018