

## WYMONDHAM COLLEGE JOB DESCRIPTION

### LEARNING SUPPORT ASSISTANT

<b>Line Managers job title:</b>	AP SENDCO
<b>Salary:</b>	Points 4-6 of the Support Staff Scale <b>FTE</b> £24,404 – £25,183 per annum <b>Pro rata</b> £14.54 – £15.27 per hour including an allowance for holiday pay
<b>Tenure:</b>	Permanent
<b>Contract type:</b>	Term Time Only
<b>Hours per week:</b>	14 per week plus 3.5 hours on a Saturday (23/24 per year)

### THE POST

Wymondham College is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 13 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Learning Support Assistant (LSA).

Opportunities to undertake further training to support student needs and professional development will be provided.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

### PERSON SPECIFICATION

The professional competencies expected of a Learning Support Assistant are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;
- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;

- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of a Learning Support Assistant are:

- A minimum of a grade C / 4, or equivalent, in English and Maths GCSE.
- Previous experience working with young people in a classroom or similar environment would be desirable;

## **JOB SPECIFICATION**

### **General Responsibilities**

Learning Support Assistants are responsible to the SENCO, for providing support to students with special educational needs.

### **Specific Responsibilities**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

- Work with the student and SENCO to develop the student's care plan as the student develops;
- Work collaboratively with the teachers, to aid the student to learn as effectively as possible both in group situations and on his/her own including:
- clarifying and explaining instructions;
- ensuring the student is able to use equipment and materials provided;
- motivating, encouraging and developing a good working relationship with the student;
- assisting in weaker areas as identified and indicated by the SENCO and teacher;
- helping the student to concentrate on and finish work set;
- meeting physical needs as required whilst encouraging independence;
- developing appropriate resources to support the student;
- Establish supportive relationships with student's and mentor the allocated student;
- Encourage acceptance and inclusion of the student with special needs;
- Develop methods of promoting/reinforcing the student's self-esteem;
- May be required to administer basic literacy/maths sessions;
- May be required to run a club supporting students with SEN;
- Provide personal care, if applicable, to the student you support;
- Contribute to the maintenance of the student's progress records;
- Keep records on a student's progress and your observations
- Participate in the evaluation of the support programme;
- Attend departmental meetings appropriately;
- Liaise with both department and LIC to provide wraparound support;
- Participate in the College programme of Performance Management and Continuing Professional Development.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

## HOURS OF WORK

Paid Weeks per year	Term Time only (normally 35 weeks)
Suggested working Pattern	A typical shift is 08:30-16:00 / 7 hours Monday-Friday, with 08:30-12:00 / 3.5 hours on a Saturday (23/24 per year)
Unpaid Breaks	30 minutes lunch break where the working day exceeds 6 hours
Holidays	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
CPD Days	CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

## REMUNERATION

- Points 4-6 of the Support Staff Salary Scale
- FTE Salary: **£24,404 – £25,183** per annum
- Pro rata: **£14.54 – £15.27** per hour including an allowance for holiday pay

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at approximately 2% (please note this rate is subject to change), and employee contributions which vary depending on earnings. Staff do have the option to reduce contributions by 50%.

The annual salary will change each year depending on the days and weeks in the academic year.

## MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

## **DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

## **PRE-EMPLOYMENT CHECKS**

Sapientia Education 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 must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.