

## SAPIENTIA EDUCATION TRUST

### FRAMINGHAM EARL HIGH SCHOOL JOB DESCRIPTION

#### LEARNING SUPPORT ASSISTANT

**FIXED TERM, PART-TIME, 33.75 HOURS PER WEEK, TERM-TIME PLUS ONE WEEK**

**FIXED TERM UNTIL 31<sup>ST</sup> AUGUST 2023**

<b>Line Manager:</b>	Assistant Headteacher/ SENDCO
<b>Salary:</b>	Points 3-4 of the SET Support Staff Salary Scale: <b>FTE</b> £18,887 - £19,264 per annum <b>Pro Rata</b> £14,752 to £15,316 per annum, including an allocation for holiday pay

#### THE POST

Framingham Earl seeks to appoint a Learning Support Assistant to work with students with SEND under the direction/instruction of the Assistant Headteacher Inclusion, Deputy Director of Learning Support, Learning Support Operational Manager and subject teachers and to supervise physical and general care for students with special educational needs.

Framingham Earl High School is a member of the Sapientia Education Trust (SET).

On appointment, the successful candidate will be required to complete a six-month probationary period.

#### PERSON SPECIFICATION

The personal competencies expected of all School support staff 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.
- Willingness to accept responsibility for your own actions; the ability to prioritise effectively, meet deadlines and accept challenges.

The professional competencies expected of a Learning Support Assistant are:

- To attend to the personal and social needs of students and any other special requirements depending on the nature of a student's special needs and, wherever possible, making these part of the learning experience.
- Supervise and support students ensuring their safety and access to learning.
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs; promote the inclusion and acceptance of all students, and encourage students to interact with others and engage in activities led by the teacher;
- Be aware of student problems, progress and achievements, report to the Director/Deputy of Learning Support, Learning Support Operational Manager and teacher as agreed and undertake student record-keeping as requested.
- Support the teacher in managing student behaviour, reporting difficulties as appropriate.
- Support students to understand instructions and in undertaking literacy and numeracy tasks as directed by the Assistant Headteacher Inclusion, Deputy Director of Learning Support, Learning Support Operational Manager or teacher.

The qualifications and previous experience required for a Learning Support Assistant are:

- A good level of literacy and numeracy.
- Educated to A Level desirable
- Previous experience desirable
- Experience of working with children with a range of specific learning difficulties desirable

## **JOB SPECIFICATION**

### **General Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school.
- Accompany teaching staff and students in visits and out of school activities as required.
- Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Headteacher.

The post-holder will be required to comply with the Framingham Earl High School Code of Conduct for Staff and Volunteers.

Framingham Earl High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

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 School's programme of Performance Management and Continuing Professional Development.

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.

### Specific Responsibilities

- To work with students with SEND under the direction/instruction of the Director/Deputy of Learning Support, Learning Support Operational Manager and subject teachers.
- To support access to learning for students with SEND.
- To supervise physical and general care for students with special educational needs.
- To provide support for the teacher in the management of students in the classroom.
- To undertake lunchtime duties, providing safe and structured activities to support social and emotional development.

### HOURS OF WORK

Paid Weeks per year	39
Working weeks	Term Time Plus 1 week (39 weeks)
Hours per week	33.75
Normal Working Pattern	Monday-Friday – 0800-1515
Unpaid Breaks	30 minutes lunch break
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.
Continuous Professional Development (CPD) Days	School CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days that fall on your normal working days. Any additional time required for CPD can be claimed on a timesheet.
Overtime	Additional hours may be worked by mutual agreement with the Headteacher / Line Manager, which will be paid at the Employee's standard rate of pay.

### REMUNERATION

#### Salary Details:

- Points 3-4 of the SET Support Staff Salary Scale:
- **FTE** £18,887 - £19,264 per annum
- **Pro Rata** £14,752 to £15,316 per annum, including an allocation for holiday pay

New post-holders will normally be appointed on the lower point of the salary scale, which will be reviewed on successful completion of the probationary period, depending on skills and experience.

Annual holiday entitlement for full-time support staff is 244 hours (including bank holidays), rising to 274 after 5 years' service. Holiday entitlement is pro-rata for employees who work less than 52 weeks per year and/or less than 37 hours per week.

The post-holder will be entitled to join Framingham Earl High School's nominated pension scheme for support staff.

### **DRESS CODE**

The post-holder will be expected to wear appropriate smart 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 Framingham Earl High School employees.

### **PRE-EMPLOYMENT CHECKS**

All staff must be prepared to undergo a number of 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.

### **REVIEW**

The Job Description will be reviewed annually as part of Framingham Earl High School's Performance Management programme.