

Support Staff Job description

Learning Support Assistant

Salary grade: E3 or E4 (Dependant on qualifications)

Reporting to: Headteacher

Functional relationships include: Headteacher, school staff, pupils, parents, senior leadership team (SLT), ELAN central team, local authority (LA), external agencies, volunteers.

Purpose of role

The learning support assistant (LSA), under the overall direction of the headteacher, will be responsible for providing outstanding support with a range of learning challenges. They will work with the class teachers of the school to ensure it meets its statutory obligations and in line with the vision of ELAN, will be dedicated to providing an extraordinary educational journey that empowers the children to become the very best they can be.

Key responsibilities

Teaching and learning

- Work with class teachers and other staff to plan and support high quality teaching and learning across all subjects.
- Assist with identifying any areas of weakness in learning as requested, and any subsequent implementation, monitoring and review of interventions to improve these areas.
- Work with the class teacher to monitor the outcomes of pupils and draw out any patterns of underperformance in key groups of pupils, such as disadvantaged pupils or pupils with special educational needs as directed.
- Contribute to the maintenance of accurate and up to date records as directed, to satisfy legal and operational requirements including pupil progress, data, health and safety, risk assessment and safeguarding.
- Work effectively with teachers, support staff and other professionals, apply own strengths and expertise to contribute positively to the overall aims and objectives of the school.
- Provide regular and systematic assessment feedback to teachers and leaders.
- Contribute to the content of individual education plans (IEP) and pastoral support plans (PSP).
- Provide support to improve levels of inclusion and achievement for pupils with special educational needs and disabilities (SEND) directly and through development activity with the team.
- Work with the class teacher to make sure standards of behaviour are high, implementing agreed behaviour management procedures in order to foster an environment in which children are safe and learning can thrive.
- Participate in joint short-term planning with teaching assistants and teaching staff as requested, responsible for preparation of differentiated resource materials in order to meet the needs of individuals or groups of pupils.

- Deliver elements of lessons planned by or with a teacher to an individual or small group with varying needs and abilities.
- Support learning for a variety of individuals or groups of pupils as directed by the team leader/teachers that may take place within or outside of the classroom.
- Manage and contribute to pupil support and study groups timetabled outside of lesson time take an active role in supporting and developing a culture of team working for the benefit of pupils' both individually and collectively, contributing to the development of policies and procedures related to classroom management.

Personal growth

- Actively engage with ELAN's appraisal policy and any objectives set.
- Support the implementation of trust-wide policies and school-level policies.
- Undertake self-evaluation to identify areas of strength, areas that may be improved upon and potential areas of progression to contribute to an individual personal development plan.
- Actively take part in statutory and annual training alongside continuing professional development (CPD) opportunities available to school staff.
- Evaluate own individual area of work, including the processes and functions involved, with a view to contributing to continuous improvement.
- Provide effective support for all other members of school staff by sharing own knowledge and expertise in a professional and constructive manner.

Communication

- Liaise with appropriate external agencies, other schools within ELAN, parents/carers and the wider school community as necessary.
- Participate in staff, team and planning meetings.

Managing resources

- Prepare in collaboration with the designated team, differentiated materials for specified areas in line with plans and strategic direction.
- Ensure the efficient and effective use of school resources.
- Help make sure that all school buildings or equipment is maintained in good order by reporting in a timely fashion any faults or concerns to the caretaker/site operative.

Other areas of responsibility

- Demonstrate an awareness of child protection issues and policies at all times, to ensure strict compliance with the safeguarding requirements at all times, reporting any concerns in line with policy and promoting the welfare of children and young people.
- Awareness of the Equality and Equal Opportunities Policy, Dignity at Work Policy and the Staff Code of Conduct, ensuring that at all times that the duties of the post are carried out in accordance with the requirements of these documents.
- Ensure that any personal data accessed throughout employment and handled as a result of the normal execution of the role is dealt with carefully and in line with the provisions of the Data Protection Policy.
- Compliance with all health and safety legislation, associated codes of practice and policy.
- Adherence in full to all other school and ELAN policies.

- Maintain confidentiality at all times, and ensure that information of a private or confidential nature is not, under any circumstances divulged or passed on to any unauthorised person, organisation or third-party wither during employment or after this has ceased.

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks expected to be carried out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher or their representative.

Whilst support and guidance will be provided by the team leader and or the class teacher on formal and informal basis, the post holder is expected to operate independently within the agreed framework.

This is not an exhaustive list and some changes to both the job description and duties may occur.

Key skills

Reflecting

- Reflect on personal and professional development.
- Use feedback from all levels of the trust to help improve all areas of your own performance
- Be aware of your own skills of self-management as regards to time and prioritising workload.

Additional duties and information

- To contribute to the ethos and aims of ELAN.
- ELAN is committed to safeguarding and promoting the welfare of children and young people. All staff working within ELAN are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the safeguarding and child protection policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern, the trust's safeguarding and child protection procedures will be followed alongside implementation of the ELAN disciplinary procedures.
- To be aware of and understand the ELAN equality and equal opportunities, whistleblowing, ICT, online safety, GDPR and safeguarding and child protection policies ensuring at all times that the duties of the post are carried out in accordance with policy.
- To read and have a thorough understanding of ELAN's staff code of conduct.
- To undertake any duty or responsibility relevant to the trust's needs as required and are commensurate with the grade.

Working relationships and contacts

- To develop and maintain working relationships with other professionals both internal and external.

Skills/qualifications

Please refer to the person specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production

of these certificates' forms part of the conditional offer checks and will be held on your personnel file.

Confidentiality

During the course of your employment you will have access to information of a confidential nature. Under no circumstances may this information be divulged or passed on to any unauthorised person or organisation.

Data protection

During the course of your employment, you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1984 and properly applied to pupil, staff and school business/information. You are required to undertake annual GDPR training.

Further information

Probation: This post is subject to a **six month** probation period.

Scale point: All staff start at the first scale point within their salary grade. Annual increments will automatically be awarded on 1st April every year until the top of scale is reached.

Pension: As an equitable employer we align with the Local Government Pension Scheme (LGPS), and as such, the postholder will be automatically enrolled in the Avon Pension Scheme. The trust pays a contribution of salary into the LGPS – this is an additional remuneration benefit.

Person specification

Job title: Learning Support Assistant

Qualifications and experience

Essential	Desirable	Measured By
GCSEs Grade 4 or above / A - C or NVQ level 2 in literacy and numeracy		Application form
Early Years Certificate (EYC) Level 3 or equivalent e.g., NVQ / VRQ Level 3 Teaching Assistant qualification (required for E4 role)	Early Years Education, Childcare and Development or equivalent NVQ / VRQ Level 2 Teaching Assistant qualification (desirable for E3 role)	
	Further qualifications and/or studies	

Some experience working in schools or relevant paediatric setting.	Experience of working within a team and planning learning activities and monitoring children.	Application form
Experience across the primary age range.		
Experience with specialism in learning support.		

Knowledge and skills

Essential	Desirable	Measured By
Values driven, confidentiality, commitment to safeguarding compliance.	Experience of working with outside agencies.	Application form/interview
Ability to develop and maintain good relationships with and between staff, children and parents.		Application form/interview
Ability to be a team member.		Application form/interview
Ability to keep records and monitor children's progress.		Application form/interview

Personal qualities

Essential	Desirable	Measured By
Effective communications and organisational skills.		Application form/interview
Commitment to continuous improvement and high standards.		Application form/interview
Strength of character, integrity and sensitivity.		Application form/interview
Values and evidenced focused.		Application form/interview