



KEPIER JOB DESCRIPTION

Name:

Job Title: Learning Support Assistant

Salary Scale: NJC
to £22,085)

Point Range: 3-4 Point range £24,796 to £25,185 (pro-rata £21,744

Contractual hours: 37

Weeks per year: 38 weeks (TT+) plus 3 days

Permanent

Hours to be worked: 8.00 am - 4.00 pm Monday to Thursday and 8.00 am - 3.30 Friday

Lunch break: 30 minutes

Purpose of Job:

The Learning Support Assistants provide support within the school environment to enable any child or children to gain maximum access to the National Curriculum by following clear guidelines provided by any involved agencies.

Job Description: **Learning Support Assistant - Behaviour, Wellbeing, and Looked After**

Principal Duties

Provide support for learners, teachers, and the whole school community as outlined below.

Main duties include:

- To provide one-to-one and small group mentoring to support pupils' personal, social and academic development.
- To work directly with children and young people experiencing challenges with mental health and wellbeing, behaviour, attendance and SEND
- To support looked-after children and act as a key point of contact for their individual needs.
- To deliver early interventions linked to SEMH (Social, Emotional and Mental Health) to reduce barriers to learning.
- To support learners with social and academic skills through bespoke intervention programmes, as directed by school leaders.
- To work collaboratively with teachers, pastoral staff, and other professionals as an integral part of the school team.
- To carry out administrative tasks, including accurate record-keeping and regular contact with parents and carers.
- To promote positive behaviour, welfare and attendance liaising with Pastoral Leaders with responsibility for specific areas.

- To regularly update senior staff on progress made by learners or difficulties faced by individual learners.
- To undertake appropriate training to enhance skills or knowledge.
- To act as a mentor for learners under the direction of the Senior Leadership Team (SLT).

General Requirements

- To attend and participate in meetings, training and development activities as required.
- To establish constructive relationships and communicate effectively with outside agencies/professionals, in liaison with teachers, to support achievement and progress of learners.
- To be an effective role model for the standards of behaviour and upholding the values within the code of conduct.
- To maintain confidentiality, follow safeguarding and child protection procedures, and adhere to health and safety regulations and all school policies.

Professional Values and Practices

- To have high expectations of all learners, respecting their backgrounds and being committed to raising their educational achievement.
- To treat learners with respect and consideration, supporting both their academic and personal development.
- To use behaviour management strategies that contribute to a purposeful learning environment.
- To work collaboratively with colleagues as part of a professional team and know when to seek help and advice.
- To reflect upon and seek to improve personal practice.
- To build and maintain successful relationships with learners, parents/carers, and staff.
- To recognise and respond effectively to equal opportunities issues in line with school policies.

Safeguarding

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.
- In cases where the school has reason to be concerned that a child may be subject to significant harm, neglect or abuse, staff must follow safeguarding procedures and inform the appropriate agencies.

Other Information

- The post holder must be willing to undertake First Aid at Work training and Fire Warden training if required.
- The job description may be amended following consultation to reflect changes in the role.
- Employees are expected to comply with reasonable requests from managers and to contribute to a welcoming and supportive school environment.
- The school will make reasonable adjustments where required to support staff with disabilities.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

Signed (Employee)..... **Date**.....