

## Job Description

<b>Job Title:</b>	Learning Support Assistant	<b>Department/Group:</b>	Inclusion
<b>Level/Salary Range:</b>	Grade D (Points 6-11)	<b>Reporting to:</b>	Head of Inclusion
<b>Contract term:</b>	Term time only plus 1 day	<b>Hours per week:</b>	30.58 hours
<b>Safer Recruitment Statement</b>			
The Bishop Fraser Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
<b>Vision statement</b>			
<p><b><i>“To allow all children to experience ‘life in all its fullness’, no matter what their starting point” by:</i></b></p> <ul style="list-style-type: none"> <li>• Offering a high quality, inclusive and distinctive education</li> <li>• A caring and nurturing environment based on our Christian values</li> <li>• Recognising the unique nature of each child.</li> </ul>			
<b>All staff employed by the Bishop Fraser Trust are required to</b>			
<ul style="list-style-type: none"> <li>• uphold and promote the Trust’s vision</li> <li>• uphold and promote the Christian ethos of all schools in the Trust</li> <li>• support and contribute to the achievement of all students academically and pastorally</li> <li>• support and contribute to the Trust’s responsibility for safeguarding all students</li> <li>• undertake professional training to enhance personal development and job performance;</li> <li>• Comply with all Trust and individual school policies and procedures including safeguarding, child protection, health, safety and security, confidentiality and data protection</li> <li>• maintain high professional standards of attendance, punctuality, appearance, conduct and positive relationships with all pupils, parents/carers, colleagues, governors, trustees and members; treating everyone with dignity and respect</li> <li>• share best practice, expertise and skills with others</li> </ul>			
<b>Main Objectives of Role:</b>			
<ul style="list-style-type: none"> <li>• To support and supervise pupils under the direction of the Head of Inclusion and/or Deputy Head Inclusion either individually or in a group.</li> </ul>			
<b>Job Description</b>			
<ul style="list-style-type: none"> <li>• Establish good working relationships with pupils, acting as a role model</li> <li>• Be aware of and respond appropriately to individual pupil needs ensuring effective interaction</li> <li>• Provide specific support to pupil’s dependent upon their individual needs ensuring their safety whilst supporting access to learning activities</li> <li>• Promote inclusion and acceptance of all pupils</li> <li>• Encourage pupils to interact with others and engage in activities led by the teacher</li> <li>• Promote self-esteem and independence</li> <li>• Provide feedback to pupils in relation to progress and achievement under guidance and direction of the teacher</li> <li>• Assist with the display of children’s work</li> <li>• Create and maintain a purposeful, orderly and supportive environment.</li> <li>• In liaison with the teacher, utilise strategies to support pupils in achieving learning goals</li> <li>• Report pupil achievements, progress and issues as appropriate in agreed format</li> <li>• Undertake pupil record keeping as requested</li> </ul>			

- Promote good pupil behaviour, dealing promptly with conflict and incidents and encouraging pupils to take responsibility for their own behaviour in line with established school policy
- Establish constructive relationships with parents/carers
- Undertake structured and agreed learning activities/learning programmes, taking into account consideration of pupil learning styles.
- Undertake literacy/numeracy programmes, recording achievements and progress and providing appropriate reports and feedback for the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- Be aware of and comply with school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to the appropriate person (as named in the policy concerned)
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the school ethos, aims and development/improvement plans
- Appreciate and support the role of other professionals
- Attend relevant meetings and CPD sessions as required
- Participate in training and other learning activities as required
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours
- Accompany teaching staff and pupils on visits, trips and out of school activities as required

#### **All Staff employed by the Bishop Fraser Trust will:**

- Seek to be positive and build up the common good through their own individual contribution to the life of their school
- Offer ideas and suggestions for making things better
- Engage actively in the appraisal and performance review process
- Seek to develop a better work/life balance
- Appreciate that whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified in this job description
- Work within the Trust and individual school's Health & Safety Policies to ensure a safe working environment for all staff and pupils.
- Follow any reasonable request from the Headteacher or SLT to undertake work of a similar level that is not specified in this job description.
- Be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.
- Promote equality and celebrate diversity, seeking to reduce disadvantage, and to encourage aspirations and participation from people who might not otherwise join in.

This job description is current at the date shown, but following consultation with you, may be changed by the Headteacher or SLT to reflect or anticipate changes in the job which are commensurate with the salary and job title. It allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out. The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of employment.

**Last Updated:** October 2022

SIGNED: \_\_\_\_\_

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_