



## JOB DESCRIPTION Learning Support Assistant - Level 2

### **Job Purpose:**

To provide in class support for individual and groups of students working under the guidance of the Inclusion Manager, Lead Teacher, SENDCo, Subject Leader and teachers.

### **Supervisory/managerial responsibilities:**

To take delegated responsibility for the supervision of students on work experience, trainees, and voluntary helpers with whom the post holder is working.

### **Reporting to:**

To work under the guidance of Inclusion Managers.

### **Core Duties:**

- Provide in class support for individual and groups of students
- Deliver SEND interventions for individual and groups of students.
- Provide levels of individual pastoral support to pupils, as directed by the Inclusion Manager.
- Support the assessment of pupils to determine those in need of particular help and support.
- Assist SENDCo and Inclusion Managers with the development and implementation of student learning plans.

### **Additional duties:**

- Supervise and support students ensuring their safety and access to learning.
- Deliver small group activities with designated groups of students.
- Establish constructive relationships with students acting as role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to students in relation to progress and achievement under guidance of the teacher.
- Provide suitable activities or support for students for half an hour at lunch time.
- To undertake such other duties in other units within inclusion, as required.
- To work with all staff across the campus to promote an inclusive environment for all

**General:**

- Attend and participate in training events and participate in project teams.
- Attend and participate in regular meetings.
- Comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting any concerns.
- To carry out any other reasonable requests as and when required.
- Contacts will be internal at all levels, parents/carers, Trustees, Governors, community groups, Health, Social Services, Local Education Authority, contractors, external agencies.

Whilst every endeavour has been made to outline the main responsibilities and duties of the post, the above is not an exhaustive list of responsibilities. As business changes roles will naturally evolve. Job descriptions will be reviewed with postholders and updated periodically to reflect this.



# Academies Trust

## Person Specification Learning Support Assistant – Level 2

|                                                 | ESSENTIAL                                                                                                                                                                                                                                                                                                             | DESIRABLE                                                                                                                                                            |
|-------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Education, Training &amp; Qualifications</b> | <ul style="list-style-type: none"><li>• Educated to NVQ Level 2 or equivalent (or have significant experience) including GCSE English and Maths equivalent.</li><li>• Commitment to own personal and professional development, including an up-to-date awareness of development of all aspects of the role.</li></ul> | <ul style="list-style-type: none"><li>• Social work, youth work, counselling, teaching or mentoring qualification and/or experience.</li></ul>                       |
| <b>Experience &amp; Knowledge</b>               | <ul style="list-style-type: none"><li>• Recent experience of working with young people who exhibit a range of special educational needs.</li><li>• Safeguarding of children with an understanding of Every Child Matters.</li><li>• Working knowledge of Office programmes eg Word, One note etc and Excel</li></ul>  | <ul style="list-style-type: none"><li>• Secondary school experience.</li><li>• Experience of leading and having impact with small group interventions</li></ul>      |
| <b>Special Knowledge &amp; Skills</b>           | <ul style="list-style-type: none"><li>• Understanding of child development and learning processes and in particular, barriers to learning.</li><li>• Understand issues relating to SEND and strategies to support SEND</li><li>• Ability to communicate effectively with parents and key staff</li></ul>              | <ul style="list-style-type: none"><li>• Awareness of relevant policies/codes of practice and legislation.</li><li>• Knowledge of student record databases.</li></ul> |
| <b>Personal Attributes</b>                      | <ul style="list-style-type: none"><li>• High levels of integrity honesty and credibility.</li><li>• Good co-operative, interpersonal and listening skills.</li><li>• A positive, warm and approachable personality.</li></ul>                                                                                         | <ul style="list-style-type: none"><li>• Interests in sports and/or outdoor activities</li></ul>                                                                      |

|                               | ESSENTIAL                                                                                                                                                                                                                                                                                                                | DESIRABLE                                                                                                           |
|-------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------------------------------------------------------------------------------------|
|                               | <ul style="list-style-type: none"> <li>• Have a calm manner and ability to diffuse situations.</li> <li>• Be an excellent role model.</li> <li>• Team Player.</li> <li>• Resilience, flexibility and the ability to retain a sense of perspective.</li> </ul>                                                            | <ul style="list-style-type: none"> <li>• Have a sense of humour</li> <li>• Desire for career progression</li> </ul> |
| <b>Safeguarding</b>           | <ul style="list-style-type: none"> <li>• An understanding of and commitment to safeguarding and promoting the welfare of children and young people.</li> </ul>                                                                                                                                                           |                                                                                                                     |
| <b>Equality</b>               | <ul style="list-style-type: none"> <li>• A personal and professional commitment to equal opportunities, diversity and promoting good race relations.</li> <li>• Candidates should indicate an acceptance of and commitment to the principles underlying the Trust's Equal Rights policies and practices.</li> </ul>      |                                                                                                                     |
| <b>Circumstances/Personal</b> | <ul style="list-style-type: none"> <li>• Must be legally entitled to work in the UK (Asylum and Immigration Act 1996).</li> <li>• No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable adults/finance (DBS check required).</li> </ul> |                                                                                                                     |