



### Job Description

JOB TITLE	Learning Support Assistant
JOB FAMILY	Education Support
PHASE	Secondary
REPORTING TO	Head of Learning Support/Learning Support Coordinator

### Job Purpose

To support teaching and learning of named SEND pupil/s as directed by the Learning Support Coordinator to help them achieve their expected levels of progress.

### Duties and Responsibilities

- Work with subject teachers to differentiate work and prepare for use by SEND pupils.
- To support the personal organisation and interactions of named SEND pupil/s, to enable them to participate fully in the Academy.
- To support the behaviour of named SEND pupil/s to help them remain in the classroom and participate fully in lessons.
- Collate information on student's abilities as directed.
- Attend EHCP review meetings as directed.
- Support named pupils, providing individual advice and guidance.
- To support the physical needs of pupils, ensuring access to the curriculum and the academy buildings and activities.
- Be prepared to undertake training in the specific demands of supporting pupils with SEND.

As part of the Learning Support Faculty's practice:

- Support learning across the curriculum.
- Keep a record of students' barriers to learning for future reference.
- Develop skills necessary to work effectively with students.
- Daily checking of emails, to ensure you are up to date on Academy and pupil information.
- Provide in class support to students with SEND as required.
- Work with SEND students one to one, both in and outside the classroom when directed.
- Work with a small group of not more than 6 pupils if directed by the Class Teacher.
- Administer reading and spelling tests as part of whole year screening (teacher will be responsible for discipline of the class).
- Share best practice with colleagues.



- Access and make yourself familiar with students SEND information and Education, Health and Care Plans, supporting them in meeting their objectives and targets.
- Mentor identified vulnerable students as directed by your Line Manager.
- Feedback to Line Manager on individual student's learning and behaviour.
- Comply with the Academy appraisal system.
- Invigilate internal/external exams as directed by the SEND Exams Co-ordinator in line with access arrangements.
- Act as scribe/reader or other role for internal/external exams as directed by the SEND Exams Co-ordinator.
- Under controlled circumstances, with supervision, assist in the administration of drugs to students. (A designated qualified First Aider will take ultimate responsibility).
- Attend recognised training as suggested by your Line Manager.
- Maintain health and safety within the working confines as outlined by the teacher.
- Provide escort for physically disabled pupils to ensure fair access to the Academy site and buildings.
- Attend planning, statement review and multi-agency meetings providing collated pupil information representing the views of the support staff.
- Attend Professional and multi-agency meetings providing SEND pupil information.
- As directed support students in offsite visits/trips.
- Attend field trips to support students in their individual coursework (optional).
- Occasional supervision of a group of pupils in an emergency situation.
- Mentor new Learning Support Assistants/Learning Support Coordinators
- Attend non-pupil days/evenings as directed by the Principal.
- 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.
- Undertake a 20-minute break or lunchtime site supervision duty three times per week as requested by the Senior Leadership Team.
- Supervise the Learning Support room during breaks and lunch times as directed by the Learning Support Coordinator.
- Carry out any other tasks as directed by the Principal or your Line Manager.

#### Generic Duties relevant to all members of Staff

##### **Working with colleagues and other relevant professionals**

- Communicate effectively with other staff members, customer and service users
- Collaborate and work with colleagues and other relevant professionals within and beyond the Trust
- Develop effective professional relationships with colleagues

##### **Professional development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with their line manager and identifying relevant professional development to improve personal effectiveness



- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the Trust
- Take part in the Trust's appraisal and performance management procedures

#### **Personal and professional conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- Have proper and professional regard for the ethos, policies and practices of the Trust, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the Trust community
- Respect individual differences and cultural diversity

#### **The Trust**

- The ethos of our Trust is "Transforming Life Chances". All staff are expected to be committed to this aim in everything they do.
- It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust's visions and aims. All staff should act with professional integrity at all times, following the "Code of Conduct".

#### **Teaching and Learning**

- This is our core business and therefore it is an absolute priority. You are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

#### **Customer Service**

- At TSAT customer service is paramount to our way of work; All staff will be required to mirror our philosophy and take pride in offering a fantastic customer experience to all stakeholders modelled on our four Customer First Values - Trusted, Solution Focused, Approachable & Timely

#### **ICT**

- It is expected that all teaching and support staff follow the ICT Vision of the Trust.
- All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.
- All staff are expected to follow the procedures as laid out in the Trust's Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

#### **Health and Safety**

- Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.



- In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

#### **Safeguarding**

- The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues **must** be acted upon immediately by informing the Designated Safeguarding Lead.

#### **Equal Opportunities**

- To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place, maintaining awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

#### **Data Protection**

- The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

I understand and agree to the job description of a Learning Support Assistant.

Name:

Signed:

Date: