**The Hurlingham Academy**

Job Description: Learning Support Assistant

Hours: 37.5hours per week/ 40 weeks per year

Work Pattern: Monday-Friday 8:15-16:15/Term Time + 1 week

**Purpose**

Provide support, encouragement and support care to students at the academy.

Support all students with EAL and SEND, and help them to achieve their best. Develop resources and provide inclusion support as related to subject area of expertise.

**Principle Accountabilities**

**1. Quality of Provision for the Student Support**

1. Have knowledge of a range of learning needs and develop an understanding of the specific needs of the pupils supported.
2. Develop strategies to assist the learning of students with a range of needs: EAL, SEND, and behaviour.
3. Plan jointly with the class teacher, differentiating where appropriate, and evaluating provision to help students overcome behavioural, physical and / or difficulties in understanding.
4. Keep detailed and up to date records of all work undertaken in the school, according to departmental policy.
5. Use all available data about specific students to help plan effective inclusion.
6. Establish supportive relationships with students and develop/promote self-esteem where appropriate.
7. Act as mentor to students as directed by the SENCo /ASENCo.
8. Participate in curriculum planning, and the evaluation of interventions.
9. Provide regular feedback about progress to teachers, students and parents.
10. Contribute to written reports and reviews of student progress.
11. Provide special access arrangements, and invigilate exams/tests.
12. Maintain confidentiality and respect the privacy of children, parents and staff.
13. Attend relevant in-service training.
14. Work within the parameters of school policy, fulfilling professional duties common to all staff.

**Secondary Accountabilities**

**2. Managing Students**

1. Where necessary to give help and advice to any pupil who may require it during their lessons.
2. To be aware of and follow the school’s Code of Conduct when dealing with pupils.
3. To report serious accidents and serious matters of indiscipline to an appropriate member of staff.
4. To be willing to undertake first aid training and once qualified to administer first aid to staff and students as directed by the Leadership Team.
5. If fire alarm sounds assist in the orderly evacuation of the area you are working in and the building in general.

**Commitments**

**3. All staff must be fully committed to:**

1. The highest possible expectations of all students;
2. Equity, diversity, inclusion and social justice;
3. Safeguarding and promoting the welfare of children;
4. Their own professional and personal development.
5. Work is carried out within clearly defined rules and procedures involving decisions chosen from a range of established alternatives.
6. The content and outcomes of the role are neither straightforward nor well established.
7. Undertake such other duties as may be required from time to time commensurate with the level of the post. The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

**Note: This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation of the post holder’s professional responsibilities and duties.**

**PERSON SPECIFICATION – *Learning Support Assistant***

**QUALIFICATIONS AND TRAINING**

1. Graduate Qualified. (E)
2. A strong working knowledge of Microsoft Office software, including Word, Excel, PowerPoint and Access. (E)
3. First Aid at Work. (D)
4. Trained in Arbor. (D)

**PROFESSIONAL EXPERIENCE KNOWLEDGE AND UNDERSTANDING**

1. Experience of working with children, preferably in a school environment. (D)
2. An understanding of issues related to under-achievement and the barriers to learning that some pupils face. (D)
3. An understanding of relevant legislation, policies and codes of practice, eg. child protection, data protection and freedom of information. (D)
4. Knowledge of school’s behavioural and management policy and procedures. (D)
5. Experienced in assisting children on an individual basis, in small group and whole class work (D)
6. Able to explain tasks simply and clearly and foster independence (E)
7. Display work effectively, and make and maintain basic teaching resources (E)
8. Experience of working with ICT effectively and using systems to produce management information eg Arbor (D)

**PERSONAL QUALITIES**

1. Excellent organisational and record keeping skills. (E)
2. Relevant qualifications - e.g. GCSEs/Level 2, or equivalent including Maths and English (E)
3. The ability to assimilate information quickly. (E)
4. Work with guidance, but under limited supervision
5. Effective time management skills and the ability to be responsive and efficient. (E)
6. The ability to work to agreed quality levels and service standards as well as targets and work schedules. (E)
7. Ability to communicate effectively with persons at all levels both internal and at external level. (E)
8. Understanding of issues of confidentiality. (E)
9. Reliability and punctuality. (E)
10. A record of good health and attendance. (D)
11. Ability to remain calm and be able to work effectively under pressure. (E)
12. Ability to work co-operatively and flexibly as part of a team. (E)
13. Foster good relationships. (E)
14. Willingness to share information and expertise with other staff. (E)
15. Willingness to undertake further training and development outside of normal working hours. (E)

(E) is Essential

(D) is Desirable