**Job Description**

**Post Title: Learning Support Assistant (Part Time 24 hours)**

**Location: Arnold Hill Spencer Academy**

**Salary/Pay Range: NJC 8-14 £12,632 - £14,091**

**Hours of work: Part Time 24 hours, Term Time, Permanent**

**Reporting to: SENCO**

**Purpose of Role**

This role is for a Part time, Learning Support Assistant. The ideal candidate will be able to operate within a dynamic and forward-thinking team who are focused on developing exciting and engaging learning experiences for students across the 11-18 age range.

**Nature and Scope**

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate.

**Main Duties and Responsibilities**

The Learning Support Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the SENCO and Deputy SENCO. In co-operation with the SENCO and Deputy SENCO and under the agreed educational plan, the post holder will provide support to pupils with a range of SEND, including Autism, Social Emotional and Mental Health and Anxiety.

**Particular Responsibilities**

This list is not meant to provide a narrow definition of specific responsibilities but to serve as guidance and should be seen as enabling rather than restrictive.

* Undertaking the activities with either individuals or groups of students to ensure their safety and facilitate their physical, emotional and educational development.
* Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
* Organising and participating in activities at breaks and lunchtimes.
* Encouraging acceptance and inclusion of the students with special needs.
* Promoting and reinforcing the students’ self-esteem.
* Play an active part in managing students’ behaviour, including monitoring and looking at active strategies to change behaviours.

**Support the teacher by:**

* Monitoring individual student’s needs and reporting these to their designated supervisor as appropriate.
* Keeping such records of the student’s development as required by the school.
* Assisting teaching staff in the planning of work programmes for individuals and groups of students.
* Assisting the teaching staff in the smooth transition between educational phases.

**Faculty Duties**

* Contribute and adhere to the school improvement plans, aims, policies and procedures.
* Develop effective relationships with parents and other partners.
* Participate fully in own performance appraisal.
* Contribute effectively to the SEND team.
* Ensure safeguarding and promote the welfare of students
* Being aware of school policies and procedures.
* Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
* To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her activities where appropriate. Safeguarding the health and safety of all persons under his/her control and guidance in accordance with the provision of health and safety legislation.

**Other duties**

Undertaking any other duties, which may reasonably be regarded as within the nature and the responsibilities/grade of the post, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

**General**

* Work in a professional manner and with integrity and maintain confidentiality of records and information.
* Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
* Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
* Participate in the Trust Professional Performance Review process and undertake professional development as required.
* Adhere to all internal and external deadlines.
* Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.

These above-mentioned duties are neither exclusive nor exhaustive, the post- holder maybe required to carry out other duties as required by the Trust.

**The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.**

Name

Signature

Date

**Person Specification**

|  |  |  |
| --- | --- | --- |
|  | **Essential** | **Desirable** |
| **Qualifications and experience** | | |
| NVQ Level 3 or equivalent  GCSE Maths and English (A – C) or equivalent  Experience of working with in an education setting  Evidence of further professional development within last two years related to SEND  Relevant behaviour management training  Child protection training | **✓**  **✓**  **✓** | **✓**  **✓**  **✓** |
| **Knowledge and skills** | | |
| Experience in working with students with special educational needs  An understanding of the resources and materials necessary to support identified student learning needs  Experience of completing assessments (e.g. for exam access arrangements)  Experience of working with students with varying emotional needs and supporting students in small groups/ on a one to one basis  Experience of delivering evidence-based interventions that accelerate learning  Experience of working in a secondary education setting  Mentoring experience | **✓**  **✓** | **✓**  **✓**  **✓**  **✓**  **✓** |
| **Personal qualities** | | |
| Excellent interpersonal skills with the ability to maintain strict confidentiality  Initiative and ability to prioritise own work and that of others to meet deadlines  Efficient and meticulous in organisation  Able to follow direction and work in collaboration with the leadership team  Able to work flexibly, adopt a hands-on approach and respond to unplanned situations  Ability to evaluate own development needs and those of others and to address them  Commitment to the highest standards of child protection and safeguarding  Recognition of the importance of personal responsibility for health and safety  Commitment to the Trust’s ethos, aims and whole community. | ****  ****  ****  ****  ****  ****  ****  **** |  |