

Looe Community Academy - Job Description

Job title: Learning Support Assistant (Band 1) with Duty Cover

Location: Academy based, working with Academy students in other educational settings and on educational visits. Working with students at other Multi-Academy Trust or partner schools.

Grade: C

Responsible to: Deputy Headteacher, SENDCo, Assistant SENDCo, Teaching staff

Direct supervisory responsibility: None

Indirect supervisory responsibility: None

Important Functional Relationships: Students, teachers, support staff, parents/carers, educational professionals

Main purposes

To take a pro-active role in the support of the educational, social, emotional and physical needs of all students; to support the curriculum through the provision of assistance to the teacher in the practical organisation of class activities and small group work.

To meet the individual and collective learning needs of students with specific education needs.

Duties and responsibilities

1. To assist individuals and groups of students in developing knowledge, skills and attitudes as defined by the curriculum. To take into account the learning support involved to aid the students so as to learn as effectively as possible.
2. To establish supportive professional relationships with the student(s) concerned and to encourage the acceptance and inclusion of all students.
3. To encourage social integration and individual development of students.
4. To assist in preparing, using and maintaining relevant teaching resources, including wall displays and cleaning up classrooms after activities. To ensure that basic classroom materials and equipment are available for use.
5. To assist with the daily pre-school, break, lunch or after school supervision of students, as timetabled, in accordance with the Academy's supervision procedures.
6. To accompany students on educational visits and outings as supervised by the teacher or senior person responsible.
7. To assist with the assessment, monitoring and recording of students' progress, health, behaviour and general wellbeing. To feedback any information (including concerns) regarding the wellbeing and educational needs of students to the teacher, Assistant SENDCo, SENDCo, Deputy Headteacher or Designated Safeguarding Lead as appropriate.

8. To be aware of confidential issues linked to home/student/teacher/Academy work and to ensure the confidentiality of such sensitive information and to maintain confidentiality of information acquired in the course of undertaking duties for the Academy.
9. To supervise an individual or a small group of students within a class under the overall direction of the teacher.
10. To administer minor first aid (as trained), assist in the dispensing of medically prescribed controlled drugs (as trained and as per the approved procedure) and to assist with the personal hygiene (including incontinent students) and physical needs of students with regard to health, safety and wellbeing as required.
11. To meet the physical and mobility needs of the student, assisting in the use of a wheelchair/hoist, ensuring compliance with safe lifting procedures and undertaking associated training.
12. To meet the needs of students with emotional and behavioural difficulties. To control the student to prevent harm and disruption to the student or others, within the scope of the post holder's training (e.g. positive handling, Team Teach) and the Academy's policies and procedures.
13. To develop methods of promoting and reinforcing students' self-esteem and to promote independence through the development of self-help skills.
14. To meet with and advise the Assistant SENDCo and/or other appropriate staff and to carry out administrative tasks associated with all of the above duties as directed by the teacher, Assistant SENDCo or other appropriate staff.
15. To attend staff meetings, specialist meetings, specialist training and Academy or MAT-based Inset as required.
16. To be aware of and work in accordance with the Academy's safeguarding and child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted during the course of duty.
17. To remain aware and work within all relevant Academy working practices, policies and procedures and to be aware of and adhere to applicable rules, regulations, legislation and procedures including the Academy's Code of Conduct, national legislation (including Health and Safety, Equality, Data Protection).
18. To engage in performance appraisal and be responsible for own self-development.
19. To undertake other duties appropriate to the grading of the post as required.

Prepared by: Cornwall Council - April 2003

Reviewed and modified by: Business Manager - 10 March 2022

Looe Community Academy - Person Specification

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Person specification prepared by: Cornwall Council - April 2003

Reviewed and modified by: Business Manager - March 2022

Attributes	Essential	Desirable	How Identified
Relevant Experience		Previous experience of working with students, young people or vulnerable groups, particularly within a classroom environment or similar	Application form Interview
Education and Training	Good levels, understanding and application of literacy and numeracy Attainment of 2 GCSE/Level 2 qualifications (or equivalent), or able to demonstrate equivalent Level 2 knowledge, skills and aptitude		Application form Interview
Special Knowledge and Skills	Good verbal, non-verbal and written communication skills Strong organisational skills Basic ICT skills	Knowledge of issues relevant to education and child learning and development	Application form Interview
Any Additional Factors	Emotionally intelligent and aware Caring disposition with a patient and friendly approach Energetic and self-motivated Able to work without supervision Able to work in a team Enthusiastic for students, student outcomes and education Positive attitude towards own learning and development Displays an awareness, understanding and commitment to the protection and safeguarding of children and young people	Able to prioritise between different demands to achieve deadlines	Application form Interview