SEAX Trust

SEAX Multi-Academy Trust

Employee's Name .....

Employee's Signature ..... **Date** .....

Learning Support Assistant

Job Description & Person Specification

Job Title:	**Learning Support Assistant**
Grade:	**Scale 3/4 (Points 6-9)**
Based at:	**Kingswode Hoe School**
Reports to:	**Headteacher/Class Teacher/Curriculum Lead(s)**
Liaison with:	**Teaching staff, support staff, Headteacher, pupils**
Job Purpose:	**To work in partnership with Class Teachers to assist pupils with complex learning needs and to support their learning in line with the national curriculum, codes of practice and school policies and procedures**
Principal Accountabilities:	**Work with individuals or small groups of children under the direction of teaching staff** **Provide support to pupils with moderate and complex learning, behavioural, communication, social, sensory or physical difficulties**

Job Description: Learning Support Assistant

Duties

- Interact with, and support pupils, according to individual needs and skills
- Implement planned learning activities/teaching programmes as agreed with the Teacher, adjusting activities according to pupils' responses, as appropriate
- Establish positive relationships with pupils supported
- Provide feedback to pupils in relation to attainment and progress under the guidance of the Teacher
- Support pupils with activities which aid literacy and numeracy skills
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- Attend to pupils' personal needs including help with social, welfare, care and health matters
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Participate in planning and evaluation of learning activities with the Teacher, writing reports and records as required
- Assist with the development and implementation of pupils' individual plans, eg IEPs
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the Teacher
- Assist the Teacher and other staff in the implementation of care programmes
- Support learning by selecting appropriate resources/methods to facilitate agreed learning activities
- Assist with the preparation, maintenance and control of stocks of materials and resources
- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- Assist with the display and presentation of pupils' work
- Supervise pupils for limited and specified periods including break-times when the post-holder should facilitate games and activities
- Assist with escorting pupils on educational visits
- Assist pupils during activities e.g. swimming, PE
- Assist pupils with a range of communication needs
- Assist pupils with medical or physical needs as required
- Assist pupils with physical needs including toileting, incontinence and sanitary personal care

General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and Trust

- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person.

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to complete a Disclosure & Barring Service (DBS) application, medical checks and references.

This job description will be reviewed annually and may be subject to change 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 Trust in relation to the post-holder's professional responsibilities and duties.

Person Specification: Learning Support Assistant

Qualifications & Experience			
Detail		**Essential**	**Desirable**
Specific qualifications & experience	Successful experience working with children in a school/early years environment Educated to NQF Level 2, or equivalent	 ✓	✓
Knowledge of relevant Procedures	Basic knowledge of First Aid Understanding of School environment		✓ ✓
Literacy	Good reading and writing skills	✓	
Numeracy	Good numeracy skills	✓	
Technology	Knowledge of basic ICT to support learning	✓	
Communication			
Written	Ability to write basic reports	✓	
Verbal	Ability to use clear language to communicate information unambiguously Ability to listen effectively	✓ ✓	
Languages	Able to overcome communication barriers with children and adults	✓	

Negotiating	Can consult with children and their families and carers and other adults	✓	
Working with Children and Others			
SEND	Ability to understand and support children with developmental difficulty or disability	✓	
Child Development	Good understanding of the general aspects of child development Ability to assess progress and performance	✓ ✓	
Health & Wellbeing	Understand and support the importance of physical and emotional wellbeing	✓	
Curriculum	Good understanding of the school curriculum Knowledge of literacy/numeracy strategies	✓ ✓	
Behaviour Management	Understanding and implementation of the school's behaviour management policy	✓	
Relationships	Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults	✓	
Team work	Ability to work effectively with a range of other adults	✓	
Working with partners	Understanding of the role of others working in, and with, the school Understand and value the role of parents and carers in supporting children	✓ ✓	
Information	Know when, how and with whom to share information Ability to follow instructions accurately	✓ ✓	
Responsibilities			
Organisational skills	Good organisational skills Ability to remain calm under pressure	✓ ✓	
Line Management	Ability to support the work of volunteers and other teaching assistants in the classroom	✓	
Time Management	Ability to manage own time effectively Demonstrates a flexible approach	✓ ✓	
Creativity	Demonstrates creativity and an ability to resolve routine problems independently	✓	
General			
Equalities	Awareness of and commitment to equality	✓	

Health & Safety	Basic understanding of Health & Safety	✓	
Child Protection & Safeguarding	Understands and implements child protection and safeguarding procedures	✓	
Confidentiality/Data Protection	Understands and follows procedures and legislation relating to confidentiality Understands and implements the Trust's Data Protection Policies	✓ ✓	
CPD	Is prepared to develop and learn in the role	✓	