

**City Academy Norwich JOB DESCRIPTION**

**Learning Support Assistant (LSA)**

<b>Line Manager's job title:</b>	C&L Base Lead OR SEMH Base Lead
<b>Salary:</b>	Points 4-6 of the Support Staff Scale <b>FTE</b> £24,404 – £25,183 per annum <b>Pro rata</b> £21,819 - £22,917 per annum, including an allowance for holiday pay
<b>Tenure:</b>	Permanent
<b>Contract type:</b>	Term-time plus two weeks
<b>Hours per week:</b>	37.5 hours per week

**THE POST**

City Academy Norwich is a member of the Sapientia Education Trust (SET). SET is an expanding multi-academy trust with 13 primary and 9 secondary schools.

We are looking for a hard-working and enthusiastic person with high standards and the ability to communicate and interact effectively with others as part of our school as a Learning Support Assistant (LSA).

LSAs provide an efficient and high quality support to all students within the department, under the supervision and direction of the class teacher, in consultation with the SENDCO as required.

The first six months of employment shall be a probationary period and employment may be terminated by the Trust during this period at any time on one week's prior written notice. The Trust may, at its absolute discretion, extend this period for up to a further six months. During this probationary period, performance and suitability for continued employment will be monitored.

**PERSON SPECIFICATION**

The professional competencies expected of an LSA are:

- The ability to communicate clearly and tactfully using appropriate methods and an awareness of the impact of your own communication on others;

- Able to maintain positive relationships with all and able to work as an effective and flexible part of a team; willing to change methods of work and routines to benefit the team;
- Be able to multi-task and work under pressure;
- Be flexible and resilient in managing and executing their daily responsibilities;
- Able to demonstrate strong planning and organisational skills;
- Willingness to accept responsibility for your own actions;
- The ability to prioritise effectively, meet deadlines and accept challenges.

The qualifications and experience required of an LSA are:

- A minimum of a grade C / 4, or equivalent, in English and Maths GCSE.

## **JOB SPECIFICATION**

A non-exhaustive list of specific responsibilities for the role is below and you will be required to undertake other duties and responsibilities as may reasonably be required.

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

### **Core job functions: Teaching and Learning**

- a. Develops and uses knowledge and skills e.g. literacy, numeracy or science to contribute to student learning.
- b. Monitor, evaluate and records students' progress and reports this as directed.
- c. Use information and communication technology to support students learning.
- d. Works with small groups or individual students to enable learning.
- e. Provides support to the teacher by accompanying students on off-site activities.
- f. Discusses with the teacher and contributes to curriculum and classroom planning – informally and at meetings.
- g. Works as part of a team to ensure that the wellbeing, behaviour and personal development of students enhances their learning opportunities and life skills.
- h. Assist in the educational and social development of all students.
- i. Have full relevant knowledge of students medical and physical needs and able to refer to the relevant person should a problem arise.
- j. Assist students in developing their resilience and independence in the classroom.

Have a full knowledge of student's social, emotional and behavioural needs and ensuring that any disclosure a student may make must be reported to the classroom teacher and Child Protection Officers immediately.

### **Core job functions: Personal Responsibility**

- a. To adhere to all school policies including those relating to Race Equality, Equality Opportunities, Safeguarding and Health and Safety.
- b. To attend training and meetings as necessary and cascade any relevant information to relevant staff and stakeholders as appropriate.
- c. Be an excellent role model for all members of staff and for students in all aspects of school life. To be an exemplar of all school policies and practices to include risk assessments as appropriate. To actively promote the aims of the Academy.
- d. Support, promote and comply with decisions and policies agreed by the SLT and the governing body.

### **Core job functions: Administrative Supportive**

- a. Assist with the planning, preparation and development of work programs for groups/individuals and prepares resources to support a range of learning activities.
- b. Organises and maintains the learning environment and takes responsibility for aspects of class organisation, administration and display.
- c. Support class teachers in photocopying and other appropriate tasks in order to support teaching.

Undertake such tasks as the Headteacher or line manager may require e.g. support administrative work on occasions taking part in out of school activities, supporting students in another class or activity etc.

### **Generic Accountabilities**

- Assist in supporting and monitoring students at break times.
- Support students whilst waiting for and getting into taxis after school.
- Develop own professional knowledge, skills and understanding through active participation at meetings and training.
- Attend daily and weekly meetings, and occasional meetings during evening hours, at weekends or in academy holidays, as required to include annual review meetings where required.
- Make a positive contribution to all relevant areas of academy life.
- Actively organise and participate in activities connected with the Academy.
- Develop effective working relationships with professional colleagues.

### **Safeguarding Children**

In accordance with the Academy's commitment to follow and adhere to the Department for Education's guidance entitled "Keeping Children Safe in Education" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Academy. All staff are required to maintain

appropriate professional boundaries in relationships with children and with all members of the Academy community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Academy. You are also required to know and comply with the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People (January 2009). You are required to have satisfactory Enhanced CRB clearance. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the Academy and uphold public trust and confidence at all times.

### **Confidentiality**

The post-holder will be required to comply with the Trust Code of Conduct. The post holder will have access to and be responsible for confidential information and documentation. They must ensure confidential or sensitive material is handled appropriately and accurately.

The post holder shall participate in the Trust's programme of Performance Management and Continuing Professional Development.

### **Freedom of Information**

The post holder must be aware that any information held by the Academy in theory could be requested by the public, including emails and minutes of meetings. It is therefore essential that records are accurately recorded and maintained in accordance with the Academy's policies and procedures.

### **Physical Demands**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

<b>CITY ACADEMY NORWICH PERSON SPECIFICATION: SEND LEARNING SUPPORT ASSISTANT</b>			
<b>Qualifications and Training</b>	<b>Essential</b>	<b>Desirable</b>	<b>How Assessed? Application (A) Interview (I)</b>
Teaching Assistant Qualification – NVQ Level 2 and likely to be training towards Level 3 or relevant equivalent qualification	✓		A
City and Guilds – 7231 certificate in Learning Support		✓	A
Open College Network Certificate		✓	A
Speciality Teaching Assistant (STAC)		✓	A
Adult Literacy and Numeracy/Educated to GCSE level or equivalent in Maths and English at Grade 4 or above	✓		A
<b>Knowledge Able to evidence and apply secure up to date knowledge and good understanding of:</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/ I</b>
Autistic Spectrum Disorder, Asperger's Syndrome, ADHD, dyslexia and other learning difficulties		✓	A
Knowledge and understanding of the need to maintain a consistent, calm environment and the ability to manage any changes to the environment appropriately.	✓		A/ I
Innovation in developing and implementing work with students		✓	A/ I
Knowledge and understanding of discipline and behaviour policies		✓	A/ I
A good up to date understanding of child protection and safeguarding issues and procedures.		✓	A
Good working knowledge of Health and Safety or First Aid		✓	A
<b>Experience required</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/ I</b>
Learning Support Assistants will have a combination of experience, evidence of development and accreditation.		✓	A
Development as for TA Level 1 and also courses related to the curriculum advanced literacy support, behaviour difficulties etc.		✓	A
Demonstrable success in working with students with learning difficulties		✓	A/ I

Experience of providing effective support for students with ADHD, dyslexia, Asperger's or Autism or other learning difficulties		✓	A/ I
A proven track record of implementing effective strategies to support the needs of all students to raise achievement		✓	A
Able to use SIMs accurately and effectively		✓	A

<b>Aptitude and Skills – Communication</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/ I</b>
<b>Able to demonstrate evidence of:</b>			
Ability to communicate effectively with students and adults	✓		A/ I
Able to work with students within academy behaviour management policy	✓		A
Able to clarify and explain instructions to students	✓		A
Able to motivate students to learn	✓		A
Ability to make objective depersonalised decisions whilst being able to convey the decision sensitively	✓		A
Ability to communicate effectively within a diverse range of audiences, including children, parents and carers, governors, staff and outside agencies	✓		A/ I
Ability to relate to and communicate positively with students who have learning difficulties	✓		A/ I
Being patient but firm	✓		A
The ability to display a positive attitude and a good sense of humour	✓		A
Able to work calmly and remain unflustered in challenging circumstances	✓		A/ I
<b>Aptitude and Skills</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/ I</b>
Good level written and spoken English	✓		A/I
Accurate numeracy skills	✓		A
Effective ICT skills	✓		A
Able to prepare resources for teaching and learning activities and create displays	✓		A
<b>Aptitude and Skills – Personal Management</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/ I</b>
<b>Able to demonstrate evidence of:</b>			
Able to undertake administrative procedures to support the work of the teacher	✓		A
Able to assist with the organisation of the learning environment	✓		A
Good interpersonal and people skills to inspire, motivate and support students	✓		A/ I

Good organisational and administrative skills which support the work of the teacher	✓		A
<b>Personal Qualities</b>	<b>Essential</b>	<b>Desirable</b>	<b>A/ I</b>
Ability to follow and interpret instructions correctly and guidance	✓		A/ I
Able to plan, prioritise and organise own work schedule	✓		A
Consistently demonstrate the behaviours expected by virtue of being a person in a position of trust	✓		A
Committed to undertaking professional training and assist with the professional development of others	✓		A
Demonstrate reliability and integrity	✓		A
Committed to maintaining a healthy work life balance for oneself and that of others	✓		A
A genuine concern to secure the educational progress of students irrespective of their background or ethnicity	✓		A/ I
Able to demonstrate a flexible approach to work which meets the needs of the students timetables	✓		A/ I
Current First Aid certificate or the willingness to undertake first aid training and be on the First Aid rota	✓		A/I

## HOURS OF WORK

<b>Paid weeks</b>	Term-time plus 2 weeks (40 weeks)
<b>Hours per week</b>	37.5
<b>Normal Working Pattern</b>	Monday 08:00-16:30 Tuesday-Thursday 08:00-16:00 Friday 08:00-15:30
<b>Unpaid Breaks</b>	30 minutes lunch break where the working day exceeds 6 hours
<b>Holidays</b>	Holiday pay entitlement is included in the pro rata salary for the post and there is no entitlement to take holidays during term-time.
<b>CPD Days</b>	School CPD is included in your pro-rata salary and you will be expected to work on all published CPD Days. Any additional time required for CPD can be claimed on a timesheet.

## REMUNERATION

### Salary Details:

- Points 4-6 of the Support Staff Scale
- **FTE** £24,404 – £25,183 per annum
- **Pro rata** £21,819 - £22,917 per annum, including an allowance for holiday pay

The post-holder will be auto enrolled to join the Trust's nominated pension scheme for support staff provided by Norfolk Pension Fund. This scheme is a defined benefit scheme with the current employer contribution rate set at 16.90%, and employee contributions of 6.5%. Staff do have the option to reduce contributions by 50%.

### **MID-YEAR ADJUSTMENTS – TERM TIME/TERM TIME PLUS**

Salary payments are averaged out over the 12 months of the Academic Year. If you begin employment with the Trust during the Academic Year, or you have changes made to your contract, a Mid-Year Adjustment calculation will be made. This is to ensure that employees are only paid for work they will do over the remaining months of the Academic Year. This is worked out based on working days of the term time calendar not an equal division of full months to be worked.

### **DRESS CODE**

The post-holder will be expected to wear appropriate business attire. All staff will be supplied with appropriate Staff ID. This must be worn at all times to ensure that students, staff and visitors are able to identify employees.

### **PRE-EMPLOYMENT CHECKS**

Sapientia Education Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff must be prepared to undergo several vetting checks to confirm their suitability to work with children and young people. The Trust reserves the right to withdraw offers of employment where checks or references are deemed to be unsatisfactory.