



Learning Academy Partnership

Job Description Learning Support Assistant

Job Title: Learning Support Assistant
Responsible To: Headteacher



**As an employee of the Trust you may, if it is reasonable, be required to work in any of the establishments which the Trust manages or of which it is a partner.*

About Us

The mission and core purpose of our School Trust is to enable Flourishing Futures for our children by working together as a values-led family of exceptional academies, delivering an entitlement to exceptional education across all our local communities and where every child flourishes. We believe that every young person, regardless of their background or context, can achieve and exceed the highest of expectations.

All colleagues have a part to play in shaping our culture which is underpinned by our core values: Empower, Excel, Together. We care about our team and are committed to workload reduction and the wellbeing of colleagues and this is reflected in our high colleague retention rates and feedback.

Overview

You will be an integral member of the Trust's Teaching and Learning Team contributing to and delivering outstanding support that will in turn improve educational outcomes for all our children.

The postholder will be expected to: -

- Upholding the Christian characters of the Trust.
- Under the direction instruction of the class teacher, support learning activities and provide general support to the teacher in the management of children (including those with SEND) and the classroom.
- Carrying out planning, organising and preparation of work as directed.
- Establishing positive and productive relationships with children.
- Providing encouragement and support to others.
- Carrying out administrative tasks such as completing and maintaining records.
- Providing constructive feedback.
- Handling complex and sensitive issues with empathy and understanding.

Key duties and accountabilities

Support for Children

Provide direct support for the learning of individual and groups of children including those with special needs and help them achieve by:

- Assisting with the individual learning plans and to facilitate work as part of a group.
- Establishing productive relationships in the classroom and interacting with children.

- Helping children engage in activities planned specifically for them by the teacher or led directly by the teacher.

Support for the Teacher

Under Guidance from the Class Teacher:

- Prepare classrooms for lessons or activities as directed and assist with the display of children's work.
- Collate children's work as directed.
- Be aware of Children's problems/progress and report to teacher as agreed.
- Undertake record keeping as requested.
- Provide clerical support as required.

Support for the Curriculum

- To support children with subjects across the curriculum.
- Support children to understand instructions and the requirements of activities.
- Prepare resources required to meet lesson plan objectives and help children with their use.

Mealtime Assistance (as required)

- To support and supervise children at lunchtimes, both within school and during their time in the playground.

General

- Participate, support and comply with Trust arrangements for responding to emergencies and/or business interruptions
- As appropriate to the postholder, duties to be carried out in compliance with the following:
 - ❖ Trust Policies (including Safeguarding policy)
 - ❖ Keeping Children Safe in Education (KCSiE)
 - ❖ Code of Conduct
 - ❖ GDPR
 - ❖ Financial Regulations
 - ❖ Health and Safety at Work Act (1974) (and subsequent Health and Safety legislation)

Expectations

- To put all children, in the Trust, at the core of all decisions and actions.
- To be an ambassador for the Trust.
- To uphold the vision, values and ethos which underpin the Trust and support how we work as a single organisation.
- Be aware of and support difference and ensure equal opportunities for all.
- To maintain confidentiality of the Trust's affairs.

Other

These duties and responsibilities should be regarded as neither exclusive nor exhaustive as the postholder may be required to undertake other reasonably determined duties and responsibilities, commensurate with the grading of the post, without changing the general character of the post.

Signed

Employee		Line Manager	
Print Name		Print Name	
Date		Date	