



## **Job Description**

<b>Title:</b>	Learning Support Assistant
<b>Reports to:</b>	SENCo
<b>Grade:</b>	5
<b>Salary:</b>	SCP 9-17
<b>Responsible for:</b>	Student Support

### ***Key Duties and Responsibilities***

- Provide support for students with speech, language and communication, social and emotional difficulties
- Assist students in the use of resources including IT
- Support individual and group work assigned by the Learning Consultant to raise core skills, support Personalised Learning Plans and help students access the national curriculum
- General support to students in line with Education, Health and Care Plans or planned provision
- Deliver pre-planned programmes of work under the direction of a Learning Consultant
- Assist in the assessment of students' attainment and with the recording and monitoring of students' progress
- Assist the Learning Consultant with the supervision of students on school trips/visits
- Liaise with Learning Consultants and other staff to obtain, exchange and record information on students in accordance with Academy policy
- Support the supervision of individuals/groups of students
- Be involved in planning meetings
- Attend appropriate training sessions as required
- Develop and prepare and/or assist in the preparation of resources and assist in identifying resources required
- Meet regularly with Academy staff to evaluate, monitor and plan student's progress
- With the Learning Consultants be responsible for the students at arrival and departure times
- Take responsibility for the care and welfare of students to include assisting students with dress/changing, toileting and feeding if required
- Develop and maintain a positive working relationship with Learning Consultants, other professionals, and with parents / carers
- Observe and feedback to the Learning Consultant and SENCo, both verbally and in written form
- Help maintain students' interest and motivation
- Provide specific breaktime and lunchtime supervision

### ***Component 1 – Wider Professional Effectiveness***

- Participate in and engage with Academy Inset and Professional Development, whether in-house or external.
- Through the mechanisms of Appraisal and Quality Assurance, demonstrate improvement in your role as a result of Professional Development and Inset.
- Disseminate the outcomes of Inset to other staff and ensure that the Executive Team are aware of such innovation and cutting edge development.
- Effectively contribute to the Academy improvement planning process.

## **Component 2 – Role Model**

- Ensure that 'no student is left behind', in their academic and personal development.
- Conform to the Academy's Dress Code for staff and demonstrate exceptional standards of presentation, conduct and time keeping.
- Build team commitment amongst students and staff alike.
- Engage and motivate students and staff to do their best by doing your very best.
- Demonstrate a positive approach to your professional duties and improve the quality of student learning.

## **Additional Components**

- To consistently uphold the Academy's aims and strive to attain Academy Targets.
- To work in a cooperative and polite manner with all stakeholders and visitors to promote and enhance the reputation of the Academy.
- To work with students within the framework of the Academy in a courteous, positive, caring and responsive manner.
- Play a full part in the life of the Academy's community, to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Be courteous to colleagues, visitors and telephone callers and provide a welcoming environment.
- Demonstrate both enthusiasm and high standards of professionalism to all Academy stakeholders.
- It is the responsibility of each employee to carry out their duties in line with all Academy Policies promoting a positive approach to a harmonious working environment.
- The job purpose and key task statements above are indicative and by no means exclusive. The need for flexibility amongst staff is therefore considered important.
- To undertake any other duties deemed reasonable by the Academy Executive Team for the post at this level.
- To embrace the Academy's pursuit of excellence.

## **Health and Safety Responsibilities**

- All staff have a responsibility to be aware of, comply and act upon the Health and Safety Policies of Q3 Academy and undertake risk assessments as appropriate. Full details can be accessed via the staff website.
- Q3 Academy is a designated no smoking site.

The above list is indicative and not exhaustive. The post holder will be expected to carry out any other duties associated with the work of the Academy as may be directed by the Chief Executive/Head of School, commensurate with the grade of the post. This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Chief Executive/Head of School in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

***The Academy is committed to safeguarding and promoting the welfare of children. All post holders are subject to a Satisfactory Disclosure & Barring Service Check (DBS) and satisfactory employment references, as well as identification and qualification, prohibition and barred list checks which will be required before commencing duties.***