

# JOB DESCRIPTION AND PERSON SPECIFICATION

<b>Job Title</b>	Learning Support Assistant	<b>Location</b>	Lynn Grove Academy
<b>Salary</b>	NJC point 3 £24,796 (actual £21,327)	<b>Hours</b>	37 hours, 39 weeks. 08:00 - 16:00 4 days per week and 08:00 - 15:30 1 day per week
<b>Department</b>	Educational Support	<b>Reports To</b>	SENDCo

<b>JOB PURPOSE:</b>
To provide effective and efficient support for pupils who have Special Educational Needs and to assist the teaching staff with the successful completion of their teaching programmes for those pupils.

<b>KEY RESPONSIBILITIES AND DUTIES:</b>
<ul style="list-style-type: none"> <li>• To work with pupils who have Special Educational Needs, including:             <ul style="list-style-type: none"> <li>▪ Learning</li> <li>▪ Medical</li> <li>▪ ADHD/Autism</li> </ul> </li> <li>• To undertake in-class support for pupils who are facing challenges in the learning.</li> <li>• To give support/supervision during registration, between lessons, break times, and lunchtimes.</li> <li>• To keep a record of help, linked to Individual Education Plans (IEPs).</li> <li>• To keep accurate records of the impact of interventions.</li> <li>• To lead small group interventions for nominated pupils.</li> <li>• To help with updating IEPs.</li> <li>• To attend EHCP (Statement) Reviews.</li> <li>• To accompany pupils on school trips as required.</li> <li>• To attend a programme of induction and access other opportunities for professional and career development.</li> <li>• To undertake other duties that are within the scope of the post, as determined by the Principal or Special Education Needs Coordinator.</li> <li>• Contribute to maintaining a strong culture of behaviour for learning within the school, ensuring that systems of reward and sanctions are consistently applied, LG3 is promoted, and pupils are supported to be 'Ready to Learn'.</li> <li>• Uphold all school policies.</li> <li>• Attend and actively participate in meetings.</li> <li>• Make a positive contribution to the wider life and ethos of the school.</li> <li>• Perform additional duties and tasks required for the effective operation of the Academy.</li> <li>• Undertake other various responsibilities as directed by the Principal.</li> </ul>

<b>JOB REQUIREMENTS:</b>	<b>Essential</b>	<b>Desirable</b>
<b>QUALIFICATIONS</b>		<ul style="list-style-type: none"> <li>• GCSE English and Maths, Grade 4 and above or equivalent.</li> <li>• Recent and relevant CPD.</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>• Successful recent experience as a Teaching Assistant.</li> </ul>	<ul style="list-style-type: none"> <li>• Secondary school experience.</li> </ul>

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<b>KNOWLEDGE AND UNDERSTANDING</b>	<ul style="list-style-type: none"> <li>• Proven ability to deliver well-planned and stimulating lessons.</li> <li>• Demonstrable knowledge and understanding of effective behaviour management strategies and the ability to put these into practice.</li> <li>• Experience of devising strategies to support less able children.</li> <li>• Knowledge of current educational trends and initiatives.</li> <li>• Interpreting progress data.</li> </ul>	
<b>SKILLS AND PERSONAL ATTRIBUTES</b>	<ul style="list-style-type: none"> <li>• Good written and spoken communication.</li> <li>• Accurate record keeping.</li> <li>• Good organisational skills.</li> <li>• Good ICT skills.</li> <li>• Proven ability to collaborate effectively with other adults in a dynamic environment.</li> <li>• Proven ability to establish productive professional relationships with children, colleagues, and parents.</li> </ul>	
<b>CREATIVE EDUCATION TRUST VALUES</b>	<p>All colleagues are expected to demonstrate the Creative Education Trust values in their work by:</p> <ul style="list-style-type: none"> <li>• <b>Empowering Ambition:</b> Supporting personal growth, innovation and high performance.</li> <li>• <b>Championing Equity:</b> Promoting fairness, inclusion and high expectations for every student.</li> <li>• <b>Unlocking Opportunity:</b> Helping create access to knowledge, experiences and networks that broaden horizons.</li> </ul> <p>These values should be evident in how the post-holder works, collaborates and contributes to the wider Trust community.</p>	
<b>EQUAL OPPORTUNITIES</b>	<p>A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality and diversity</p>	
<b>SAFEGUARDING</b>	<p>A thorough understanding of up-to-date safeguarding requirements and best practice</p>	
<b>OTHER REQUIREMENTS</b>	<p>High expectations for every pupil and a proven track record of making a difference to the learning and experiences of pupils inside and outside the classroom.</p>	

**Creative Education Trust is committed to safeguarding and promoting the welfare of our children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake relevant safeguarding checks in line with Government safer recruitment guidelines.**

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