



# Job Description

**POST:** Learning Support Assistant

**GRADE:** SCP 5-7 (£21,575- £22,369 FTE) plus local Government Pension Scheme

**RESPONSIBLE TO:** SENDCo

**LOCATION:** Oasis Academy Lister Park

**WORKING PATTERN:** 37 hours per week, Term-time only plus Training Days

**DISCLOSURE LEVEL:** Enhanced

## JOB PURPOSE:

- To under undertake education support duties and assist the class teacher in the day to day needs of the pupils in their care, to enable the teacher to implement the curriculum and respond to the pupils' needs.
- To maintain complete confidentiality on all school matters.
- Provide support for class teachers and help children with their educational and social development, both in and out of the classroom.
- To contribute to the provision for children within a class or year group.
- To contribute to the promotion of the well-being of children within the Academy.
- To promote and safeguard the welfare of children you teach or come into contact with.
- Be responsible, as a member of staff, for promoting and developing a positive culture and to ensure diversity within the Academy community is recognised and respected.
- Contribute to the development of the Academy's vision, values and aims and to abide by agreed professional behaviours and attitudes.

## DUTIES AND RESPONSIBILITIES

- Provide pupils with the level and type of support specified by the teacher, whilst at the same time encouraging the pupils towards independence and accepting responsibility for their own behaviour.
- Establish a good relationship with pupils by using language and other communication skills that the pupils can understand and relate to.
- To supervise children during breaks – both lunch and play.
- Encourage pupils to interact with each other in an appropriate and acceptable manner.
- Promote positive pupil behaviour in line with Academy policies by the use of praise and encouragement.
- If necessary, help pupils with toileting and dressing, paying particular attention to hygiene.
- To supervise the children's play involving toys and apparatus and role play under the direction of the teacher.
- To assist with language and other activities under the direction of the teacher.

- To supervise and support the activities of individual and groups of children under the direction of the teacher.
- To undertake playground supervision during the mid-morning and/or afternoon breaks and to deal with unruly behaviour and, where necessary, report difficulties to a member of the teaching staff. Supervise children in the dining area ensuring good standards of behaviour and manners and reporting any incidents of unacceptable behaviour to the Behaviour Team
- or Year Leader.
- Work under the direction of the teacher to prepare and maintain an effective learning environment, by preparing work materials and apparatus and clearing up afterwards.
- Set out learning materials as directed by the teacher so that pupils are able to participate safely and effectively in the planned activities.
- To liaise regularly with the teacher and/or take part in planning meetings, inset days and any other meetings as required.
- Provide consistent and effective support for colleagues in line with the requirements and responsibilities of your role.
- To assist in the recording of lessons and assessment as required by the teacher.
- To take part in training activities offered by the Academy and the county to further knowledge.
- To take part in such activities, including swimming and outings, as may be required.
- First Aid Duties

### **General Accountabilities**

- So far as reasonably practicable, the post holder must promote safe working practices by employees and visitors in premises/work areas in which the post holder is located, to maintain a safe working environment for employees and service users. These practices are defined in the Oasis Community Learning's Safety and Welfare policy, Departmental policies and codes of practice.
- Work in compliance with the Codes of Conduct, regulations and policies of Oasis Community Learning, and its commitment to equal opportunities.
- Ensure that output and quality of work is of a high standard and complies with current legislation/standards.

### **Safeguarding Children**

Oasis Community Learning is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

### **OTHER:**

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

**Signed:**

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	

## Learning Support Assistant Support Person Specification Our Purpose

Oasis Academies exist to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

### Oasis Community Learning Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the OCL Purpose, Ethos and Values document which accompanies this job description.

	Essential	Desirable
Qualifications	Appropriate academic qualifications to at least GCSE standard or ability to demonstrate literacy and numerical competency through proven experience	Grade C equivalent GCSE maths and English
Experience, Skills and Knowledge	<p>Experience of establishing positive relationships with children</p> <p>Experience of preparing Learning Resources</p> <p>Ability to use language and other communication skills that children can understand and relate to</p> <p>Ability to demonstrate active listening skills</p> <p>Ability to empathise with the needs of children</p> <p>Ability to undertake observations of individual pupils and complete lesson records under the direction of the teacher</p> <p>Ability to work within and apply all Academy policies e.g. behaviour management, Health &amp; Safety, Equal Opportunities, Safeguarding, Confidentiality</p> <p>Ability to work effectively with colleagues</p> <p>Ability to maintain confidentiality</p> <p>Ability to form and maintain appropriate relationships boundaries with children.</p> <p>The ability to converse at ease with parents/students and members of the public, and provide advice in accurate spoken English</p>	<p>A basic knowledge of National Curriculum requirements for the sector</p> <p>A basic knowledge of Health &amp; Safety requirements environment</p> <p>Understanding of the role of the class teacher, the parent or carer in developing and maintaining an effective learning environment</p> <p>Current first aid certificate</p> <p>Ability to work on own initiative, including recognition of the appropriate level at which to refer issues elsewhere for effective resolution</p> <p>Willingness to work towards other qualifications</p> <p>Basic knowledge of Information Technology or willingness to learn</p>

<b>Personal Qualities</b>	Commitment to safeguarding and promoting the welfare of children.	Emotional resilience in working with challenging behaviours and attitudes.
	Willingness to undergo appropriate checks, including enhanced DBS checks.	Ability to use authority and maintain discipline.
	Ability to show initiative and work independently if and when required.	Ability to reflect
	Be a good professional by respecting the role including having good attendance.	Ability to demonstrate patience with firmness
	Always put the children's needs first.	

I am happy that I have been fully involved in drawing up this JD and that it is a true reflection of the duties I undertake in my role in the Academy Administration.

Signed .....

Date .....