



QUEEN EMMA'S PRIMARY SCHOOL

Job title:	Learning Support Assistant
Responsible to:	Headteacher
Manages/Supervises:	None
Location:	Queen Emma's Primary School The post holder may be required to carry out work and/or training at any of the MILL Academy Schools as required.
Salary:	Grade 4/5
*A higher grade would be available dependent on experience and qualifications within SEN.	
Hours:	Monday to Friday 8:15am – 3:15am, 32.5 hours a week, term time only
Required	ASAP
Disclosure level:	Enhanced

Role Purpose:

To work under the instruction and guidance of the teacher or Headteacher to provide support to individual, small groups of children or whole classes to enable them to access learning and play, and maximise their chances academically, socially and morally.

Main responsibilities:

Support for Pupils

- Supervise and provide support for all pupils, including those with special needs, ensuring their safety and access to a broad and balanced curriculum;
- Secure provision for individuals and groups of children
- Have high expectations of all pupils
- Provide live feedback and aid adaptive teaching strategies to aid progress



The Mill Academy. Registered in England, Number 08060721. Registered Office: Church Green, Witney, Oxon OX28 4AX.

Burwell Drive, Witney, Oxfordshire OX28 5JW T: 01993 704770 E: office.2304@queen-emmas.oxon.sch.uk. The Mill Academy. Registered in England, Number 08060721. Registered Office: Church Green, Witney, Oxon OX28 4AX. www.queen-emmas.oxon.sch.uk

Belonging, Being and Becoming

- Liaise with families, school staff and external professionals to help to identify and support children's needs
- Keep records up to date using school systems
- Promote the inclusion and acceptance of all pupils

Support for the Curriculum

- Undertake structured and agreed learning tasks/teaching programmes, adjusting activities according to pupil responses;
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals;
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use;
- Establish constructive relationships with our families;
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist pupils in their use.
- Respond to children calmly and consistently

Support for the School and the Trust

- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the school;
- Appreciate and support the role of other professionals;
- Carry out the supervision of pupils out of lesson times, including before and after school, breaks and at lunchtime;
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the trip leader.

Additional Responsibilities:

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner.
- To achieve school outcomes and outputs, and personal appraisal targets, as agreed with the Line Manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- To be committed to the School and Academy's core values and ethos and to demonstrate this commitment in the way duties are carried out.
- Maintain confidentiality and ensure that duties are undertaken with due regard to and compliance with the GDPR, Data Protection and Equality Act at all times.

Belonging, Being and Becoming

- To carry out duties and responsibilities in accordance with the School's Health and Safety procedures, the Academy's Health and Safety Policy and relevant Health and Safety legislation.
- Demonstrate consistently high standards of personal and professional conduct; showing tolerance and respect of the rights of others whether other staff, students or parents, observing proper boundaries and having regard to the safeguarding and wellbeing of pupils.
- The post holder is responsible for ensuring all child protection policies are adhered to and that any concerns or incidents are raised in accordance with these policies.
- To undertake any other reasonable tasks commensurate with the grade as are required from time to time at the discretion of Headteacher.

***Working with children / young people with special educational needs (SEN)**

Experience in;

- Providing learning and care support for pupils with special educational needs (SEN).
- Supporting pupils with routines, transitions and behaviour management.
- Adapting communication style to respond to pupils according to their individual needs.
- Supporting pupils with their social, emotional and mental health needs.
- Promoting high standards of behaviour, responding to incidents in line with behaviour policy.

Qualifications and training;

- Thrive
- ELSA
- Mental Health Practitioner
- Autism/ADHD
- Behaviour management