**Learning Support Assistant**

|  |  |
| --- | --- |
| **JOB TITLE** | Learning Support Assistant |
| **EMPLOYER** | University of Brighton Academies Trust |
| **LOCATION (Academy)** | The St Leonards Academy  |
| **RESPONSIBLE TO** | SENCO |
| **SALARY** | Single Status Grade 3  |
| **RESPONSIBLE FOR** | Supporting SEN students across the academy in class, withdrawal groups and small intervention. |
| **MAIN PURPOSE OF THE JOB** | * To support SEND students in their learning both in and out of the classroom, delivering specialist provision and interventions as required.
 |
| **MAIN TASKS / KEY RESPONSIBILITIES** |
| **1** | Work collaboratively with classroom teachers and other colleagues to effectively support the learning of SEN students. |
| **2** | Communicate effectively and sensitively with pupils to adapt to their needs and support their learning |
| **3** | Maintain a stimulating and safe learning environment by organising and managing physical teaching spaces and resources. |
| **4** | Demonstrate a level of subject and curriculum knowledge relevant to the role and apply this effectively in supporting teachers and pupils |
| **5** | Implement behaviour management strategies consistently in line with Academy policy and procedures. |
| **6** | Demonstrate understanding of the needs of all pupils (including specialist expertise as appropriate). |
| **7** | Acquire appropriate skills and qualifications or other experience pertinent to the role |
| **8** | Plan and deliver specialist interventions to support pupil progress and achievement of EHCP outcomes under the guidance of senior SEN staff. |
| **9** | Support the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role. |
| **10** | To carry out all activities in such a manner that data protection requirements are met and are in line with the Trust’s policies for Health and Safety, and Equal Opportunities |
| **11** | To participate in professional development activities and performance management activities as required |
| **12** | To undertake other reasonable duties as directed by your line manager |

**Person Specification: Learning Support Assistant**

Knowledge/Experience

* Experience of working within an educational setting with children/young people with learning difficulties or disabilities
* Experience of or willing to train in order to offer personal care

Skills/abilities

* Ability to deal with challenging behaviour
* Ability to act on own initiative
* Ability to motivate and encourage students
* Ability to monitor progress and maintain records

Qualifications/Training

* Good general knowledge
* English and Maths GCSE’s or equivalent
* Specialist training in disability and learning difficulties –desirable

Personal Qualities

* Good communication skills
* Calm and patient nature
* Flexible approach
* To work well as part of a team
* To be able to use initiative