



**WE ARE** ASTREA

**LEARNING SUPPORT ASSISTANT**

**ASTREA ACADEMY DEARNE**  
**PART OF ASTREA ACADEMY TRUST**

**APPLICANT BRIEF**





# LETTER FROM THE PRINCIPAL

Dear Candidate,

I am truly delighted you are interested in the post of **Learning Support Assistant** at Astrea Academy Dearne. It is with great pride that I am able to introduce myself as Principal of the school and it is a privilege to share with you our ambitious vision for the future. As a parent first, I am resolutely determined to secure an outstanding provision for our community and to ensure that the children who attend our school have access to the same futures as my own children.

If you choose to join us, you will become part of a strong morally driven school that believe in the highest levels of success for all children regardless of their background. You will be relentless in your commitment and belief in all young people and will ensure only the highest level of academic success and personal fulfilment for all: they deserve nothing less. It is our vision to create outstanding young people who are courageous champions of diversity, equality and mutual respect and who are proud of their community and are enthusiastic advocates of learning.

We offer you unrivalled professional development that actively promotes independent research, collaborative working and constructive feedback and solutions. As a school who is proud to have created our own Fair Workload Charter, we will provide unparalleled support and wellbeing strategies and make you feel an integral part of Team Dearne.

If you share our values and want to make the kind of difference to young people's lives that challenge social boundaries, then we would love to meet you! Please take this letter as an open invitation to either visit our school and meet the people who make our school so much more than a building. If you let us know when you would like to visit we can make sure that tea and cakes are available too! We believe that is an integral part of school life!

I very much hope that you choose to apply for this post and I look forward to meeting you.

Best wishes

**Joanne Wilson**

**Principal at Astrea Academy Dearne**





# JOB DESCRIPTION

<b>SALARY</b>	Grade 3 - £14,687 - £15,387 (Actual salary)
<b>CONTRACT TYPE</b>	Permanent
<b>WORKING PATTERN</b>	Term-time only
<b>HOURS PER WEEK</b>	32.5 hours per week
<b>REPORT TO</b>	Director of SEND



## PURPOSE OF THE ROLE

- To work closely with teachers and other colleagues in school to ensure that pupils are given the best opportunities to succeed.
- To advance pupils' learning in a range of classroom settings, including working with individuals and small groups.
- Under an agreed system of supervision: take a role within the school to support the needs of pupils who need particular help to overcome barriers to learning.
- To further develop our inclusive learning environment through preparation, adaptation and maintenance of resources.

## DUTIES

- Supervise and provide particular academic and personal development support for pupils, including those with special needs, ensuring their safety and access to learning activities. This post will involve working in mainstream school, the specialist SEND provision: Athena and the specialist behaviour provision: Eleos.
- Contribute to the development and implementation of pupils' Support Plans including Personal Care Programmes and Physiotherapy Plans.
- Establish constructive relationships with pupils and interact with them according to individual needs.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher.
- Support groups as well as individual pupils in accessing learning activities under the guidance of the teacher, within the classroom or in an appropriate 'withdrawal' space.
- Provide intimate personal care to specific students throughout the school day.
- Assist identified students in exam conditions (reading/scribing) as directed by the Head of SEN.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupil's work.
- Use strategies in liaison with the teacher to support pupils to achieve learning goals.
- Assist with the planning of activities.
- Monitor pupils' responses to learning activities and accurately record achievement and progress as directed.
- Provide detailed and regular feedback to teachers on pupil achievements, progress, barriers to learning etc.
- Promote the school's behaviour policy: Ready, Respectful, Safe and encourage pupils to take responsibility for their own behaviour.
- Act as a keyworker and first point of contact for specific pupils and their parents/carers.
- Provide clerical /administrative support e.g. photocopying, typing, filing, money and administer coursework etc.
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.



- Maintain records as required.
- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to pupils' responses.
- Undertake programmes linked to local and national learning strategies e.g. Literacy, Numeracy, KS3, Early Years, recording achievement and progress and feeding back to the Teacher.
- Support the use of ICT and develop pupils' competence and independence.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person in accordance with policy.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to overall ethos/work/aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes, e.g. clubs, extra curriculum activities.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under supervision of the teacher.
- Create and maintain positive and supportive relationships with parents, governors and the wider community.
- Engage with appropriate training opportunities to promote professional effectiveness in your role and to support the work of the faculty.  
Willingness to provide training to other staff on intervention such as speech and language therapy.
- Any additional tasks by agreement with the Principal which are commensurate with the responsibilities and remuneration for this post.



# PERSON SPECIFICATION

## EXPERIENCE

- Experience of supporting pupils with SEND and/or behavioural needs.
- Experience of working in an education setting.
- Experience of providing personal care / physiotherapy / other programmes of support for young people with an additional need.
- Experience of delivering programmes of learning about personal development.
- Experience of using specialist equipment or resources.



## QUALIFICATIONS

- Evidence of additional recent and relevant continuing professional development.
- 5 GCSEs or equivalent, including English and mathematics at grade C/4 or above.
- Further qualifications relevant to supporting pupils with SEND.
- First aid, food hygiene, manual handling / lifting people qualifications.

## KNOWLEDGE

- Basic understanding of child development and learning.
- Effective use of ICT to support learning.
- Awareness of Health and Safety procedures.
- Awareness of legislation with regard to pupils with SEND.
- Knowledge of a particular academic subject.

## PERSONAL ATTRIBUTES AND SKILLS

- Ability to relate well to children and adults.
- Work constructively as part of a team.
- Excellent verbal and written communication skills.
- To be able to work independently and as part of a team.
- Effective use of ICT to support learning.