



JOB DESCRIPTION

Title: Learning Support Assistant

Grade: TPLT 3

Main purpose of the role

To support the inclusion of identified pupils with Special Educational Needs and Disability (SEND) as part of the designated team.

Main Duties and Responsibilities

Deliver classroom support for pupils, planned and supervised by teachers. (Individual and small groups – e.g. SEND and Inclusion) .

Support colleagues by assisting with resource preparation, display and care and support of pupils including health care.

Keep records of work in order to provide feedback and general support. Contribute to Student Profiles and PSPs.

Undertake activities as directed by teaching staff using differentiated resource materials in order to meet the needs of individual students. Participate in some team planning and development of resources.

Some use of own initiative to most appropriately support students and colleagues in classroom context. Team leader/ Teachers to provide support and guidance on a formal and informal basis. Professional judgment to be applied in relation to student learning. School policies and referral procedures must be followed, particularly regarding child protection.

Provide support to improve levels of inclusion and achievement for students with SEND through direct support for students.

Carry out such other duties as are required and as are commensurate with the grade of the post

Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school.

Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner.

Take an active role in supporting and developing a culture of team working for the benefit of pupils, both individually and collectively.

Participate in staff, team and planning meetings.

Contribute to the development and maintenance of school policies which encourage positive pupil behaviour and implement agreed behaviour management procedures in the classroom. Have an awareness of child protection issues and policies.

Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development. Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

Line management duties and responsibilities

The post holder will not have line management responsibility

Safeguarding responsibilities

This role works directly with students and is therefore classed as regulated activity. Details of our Child Protection & Safeguarding Policy can be found on Access and is available on request.

Be committed to safeguarding and promoting the welfare of children and young people.

Work Demands

Able to work to strict deadlines but also be flexible to deal with changing priorities and unforeseen circumstances which could be lengthy to resolve.

Periods of concentration will be involved to ensure compliance documents and policies are accurate and produced to a high standard.

Ensure that strict confidentiality is maintained at all times.

Physical Demands

Normal physical effort required.

Working Conditions

Role is classroom based but may include visiting schools within the Trust for meetings and training.

May involve dealing with challenging situations which can require conflict resolution and dealing with emotive situations.

Expectations of Jobholder

Be aware of and comply with all Trust policies as well as individual academy policies and procedures.

Contribute to the management of student behaviour and security.

Ensure effective quality control and continuous improvement in all aspects of the work and responsibilities attached to this post.

Demonstrate professionalism towards sensitive and confidential information.

Commit to professional self-development, through participation in training, to include any necessary health and training and annual safeguarding training.

Undertake such other duties as are commensurate with the grade of the post.

Support the Trust's sustainability ambitions to reduce our carbon footprint and to act as responsible global citizens by reducing energy consumption and waste production at our schools.

This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out. This job description may be amended at any time following discussion between the line manager and member of staff and may be reviewed annually.

Skills/Qualifications

Please refer to the Person Specification for full details. Please note all original qualification certificates will need to be presented on the day of interview for verification and production of these certificates forms part of the conditional offer checks.

Person Specification

Job Title: Learning Support Assistant (Secondary)

Assessment criteria	Essential	Desirable
Qualifications	Candidate will have a qualification in Literacy and Numeracy equivalent to GCSE Grade A*-C or Level 2, on the national vocational framework.	Working towards NVQ/VRQ Level 2 Teaching Assistant Qualification
Experience	Some experience of working with children of Secondary age, ideally in a school context.	Wider experience of working with students of Secondary age within an appropriate context.
Skills	Basic ICT skills. Excellent and effective communication skills.	
Knowledge	Some knowledge of Child Protection procedures and SEND code of practice.	
Personal competencies, qualities, attitude and behaviours	Motivation to work with children and young people. Ability to form and maintain appropriate relationships and personal boundaries with children and young people. Emotional resilience in working with challenging behaviours. Positive attitude to use of authority and maintaining discipline. Ability to work flexibly within a team and motivate students. Reliable, motivated and resilient under pressure.	Occasional attendance at events beyond school hours, by agreement.

	Attendance at directed times.	
Equality	An understanding, acceptance and commitment to the fundamental principles of an equal opportunities. To work in a way that promotes equality of opportunity and respect for diversity.	
Safeguarding	Evidence of a commitment to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. To work in a way that promote the safety and well-being of children and young people.	