

Job Description	
<b>Role</b>	<b>Learning Support Assistant</b>
<b>Salary</b>	<b>UCL Academy Scale 4, Spine Point 7 £29,412 pro rata to term time only (£25,552.11)</b>
<b>Reporting to</b>	<b>Lead SENCo, SENCo for KS3 and SENCo for KS4/5</b>
<b>Start date</b>	<b>As soon as possible, depending on notice period</b>
<b>Contract Type:</b>	<b>Fixed until 31st August 2024 in the first instance, full-time and term time only</b>

### **Job Purpose**

- Learning Support Assistant will work as part of a growing learning support and therapy team, supporting the education and social development of young people at the Academy helping them reach their full potential
- Follow and implement the school's behaviour and any related policies and procedures.
- Invigilate tests and examinations as directed
- Assist in the supervision of children during the working day, on/off site

### **Teaching and Learning**

- Assist in the education and social development of students under the direction and guidance of the SENCo.
- Assist in the implementation of Pupil Profiles, EHCPs, PSPs, PEPs and CAFs for students and help monitor their progress.
- Provide support for students, identified with SEN, inside and outside the classroom to enable them to fully participate in activities.
- Work with other professionals, such as the Speech therapists and advisory staff when necessary.
- Assist the SENCo with maintaining student records.
- Support students with special educational needs and help develop their social skills.
- Monitor and record the progress of students in lessons.
- Undertake such other duties as may be reasonably expected.

### **Administrative Duties**

- Prepare and present displays of students' work, maintain the nurture area as an appropriate learning environment.
- Support class teachers in photocopying and other tasks in order to support teaching.
- Maintain an accurate log of students supported.
- Log and monitor behaviour incidents on SIMS. Prepare regular reports of behaviour for the students supported.

### **Working with Students**

- Develop an understanding of the special educational needs of the students concerned.
- Take into account a student's SEND and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
- Build and maintain successful relationships with students, treat them consistently, with respect and consideration.
- Help promote independent learning.
- Help reinforce learning.
- Assist students with physical needs.
- Help students' record work in an appropriate way.
- Develop study and organisational skills.
- Help keep students on track and to build motivation.
- Model good practice.

- Support lunchtime supervision of vulnerable students.
- Maintain regular contact with parents/carers of the students receiving support, to encourage positive family involvement in the student's learning.

### **Working with Colleagues**

- Meet regularly with the SENCo to review the support timetable and review pupil progress.
- Plan and arrange meetings with classroom teachers where necessary to contribute to planning lessons/activities.
- Prepare materials and resources.
- Support classroom teachers with planning differentiated activities for identified groups.
- Supervise practical tasks.
- To be part of the behaviour monitoring system. Taking appropriate intervention when students have been poorly behaved in lessons.
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### **Health and Safety**

- Undergo basic first aid and manual handling training and update courses.
- Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- Co-operate with the employer on all issues to do with health, safety and welfare.

### **Physical requirements**

- Pushing wheelchairs and standing frames.
- Assist students with walking, sitting and other activities of daily living.
- Moving and handling of students by means of mechanical aids.
- Manual Handling requirements within MH guidelines.
- Must be able to cope with the physical demands of the job.

### **Standards and Quality Assurance**

- Support the aims and ethos of the UCL Academy.
- Attend team and staff meetings.
- Undertake professional duties that may be reasonably assigned, for example, to collect information for Annual Reviews.
- Be proactive in matters relating to health and safety.
- To support the implementation of school policies and procedures, including those relating to confidentiality and behaviour.
- To identify personal training needs and to attend appropriate internal and external in-service training.
- Set a good example in terms of punctuality and attendance.

### **General - The post holder will be required to:**

- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Adhere to the Academy's Equal Opportunities policy in all activities, and to actively promote equality of opportunity wherever possible
- Be responsible for your own health and safety and that of your colleagues, in accordance with the Health and Safety at Work Act (1974) and relevant EC directives.
- Work in accordance with the Data Protection Act.
- Uphold the Academy's policy in respect of safeguarding and child protection matters.
- Provide a healthy and comfortable working environment, smoking is strictly prohibited.
- This Job Description is not necessarily a comprehensive definition of the post and duties may be varied to meet the changing demands of the Academy. It will be reviewed at intervals and it may be subject to modification or amendment at any time after consultation with the holder of the post. Management reserves the right following consultation to make changes to the job description.
- All permanent staff (who have successfully completed a probationary period) are required to participate in the performance management process and engage in continuous professional development to ensure that professional skills and knowledge are up to date.
- The job purpose and key statements remain indicative and by no means exclusive – given the evolving needs of the Academy, flexibility among staff is very important.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with

any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This post is classified as having substantial access to children and appointment is subject to an enhanced police check of previous criminal convictions (Enhanced DBS). Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

**Signed** \_\_\_\_\_ **Date** \_\_\_\_\_

**Job Specification**  
**Learning Support Assistant**

	<b>Essential</b>	<b>Desirable</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>- Minimum 5 GCSEs at grade C and above, including English and maths</li> <li>- First aid qualified or willing to undertake first aid training on commencement of post</li> <li>-</li> </ul>	<ul style="list-style-type: none"> <li>- Degree</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>- Previous experience of working with pupils in an education setting.</li> </ul>	<ul style="list-style-type: none"> <li>- Previous experience in a Learning Support Assistant role in a secondary school</li> </ul>
<b>Knowledge / Skills</b>	<p>The Learning Support Assistant should demonstrate knowledge and understanding of:</p> <ul style="list-style-type: none"> <li>- the needs of young children;</li> <li>- child development and the ways in which children learn;</li> <li>- the roles played by various adults in a child's education;</li> <li>- behaviour management strategies;</li> <li>- equal opportunities.</li> <li>- Good ICT skills</li> <li>- able to communicate clearly and effectively with students, staff. Parents, carers and external agencies.</li> <li>- self-motivated and able to use own initiative with agreed policies and procedures.</li> <li>- good time management</li> <li>- able to work accurately and reliably under pressure to meet deadlines</li> <li>- able to maintain confidentiality</li> <li>- able to recognise and act upon common forms of discrimination.</li> <li>- able to understand the issues for students' education in an urban, multi-cultural context.</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>- Commitment to the Academy's vision and ethos</li> <li>- A willingness to take on new responsibilities and develop new skills</li> <li>- Polite, friendly and welcoming</li> <li>- Able to deal with others with empathy and sensitivity</li> <li>- Commitment to the safeguarding and welfare of all pupils</li> <li>- Be able to relate to young people in a positive and constructive way and inspire them to achieve more than they think possible.</li> <li>- Possess integrity, optimism, credibility, resilience, calmness and a sense of proportion.</li> <li>- Reliability and punctuality.</li> </ul>	

This post is classified as having substantial access to children and appointment is subject to an enhanced police check of previous criminal convictions (CRB). Applicants are required, before appointment to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar from employment – this will depend upon the nature of the offense(s) and when they were recorded.

**Signed** \_\_\_\_\_

**Date** \_\_\_\_\_