## Learning Support Assistant
## Job Description

**Wootton Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

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| **Job Purpose:** | Under the instruction and guidance of teaching staff/SENDCO, to undertake educational activities and attend to the educational, personal and social needs of students in order to support their learning and development and to ensure their safety. |
| **Job Title:**<br><br>**Location:**<br><br>**Reporting Line:**<br><br>**Hours:** | Learning Support Assistant<br><br>Wootton Upper School<br><br>SENDCO (Special Educational Needs Disability Co-ordinator)<br><br>34.5 hours per week – term time only (including 5 training days)<br>Working: 08:30 - 16:45 on Monday, 08:30 - 15:45 Tuesday, Wednesday and Thursday, and 08:30 – 15:30 on Friday [with 30-minute unpaid lunch break]. |
| **Line management responsibility for:** | N/A |
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| **Principal Accountabilities/ Responsibilities** | To attend to the educational, personal and social needs of any student, promoting and supporting the inclusion of all students in the learning activities in which they are involved<br><br>Within the overall plan set by the class teacher to assist in devising and extending educational activities and in preparation of the curriculum.  This may include contributing to the development and implementation of EHC plans<br><br>To act as amanuensis / reader for agreed access arrangements, when necessary.<br><br>To help assess and systematically record students' progress and achievements, using the results of this monitoring in further support work.<br><br>To efficiently prepare, maintain and use classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include arranging displays of work etc).<br><br>To assist in maintaining classroom discipline by working with individual and groups of students in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.<br><br>To support the teaching of literacy, numeracy or other specific curriculum areas/specialisms as required and agreed with the SENDCO. |

| | To inform the SENDCO on exam dispensation requirements for students. |
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| | To complete paperwork and administrative tasks relating to SEND and to assist in the evaluation of the support programme. |
| | To liaise and provide feedback to parents, teachers and outside professionals at the request of the SENDCO. |
| | To be prepared to attend the Special Needs Information Evening, the New Parents Evening and the school's Open Evening and other such events at the request of the SENDCO. |
| | To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the SENDCO. |
| | To attend staff meetings, participate in performance management arrangements and undertake training and development activities. |
| | To train as a First Aider if required and to undertake and deliver further training as required for your areas of responsibility. |

## Teaching Assistant
## Person Specification

| | Essential Criteria | Desirable Criteria |
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| **Qualifications** | 5 x A* to C grades including English and Maths or equivalent. | NVQ Level 2. |
| **Experience** | Minimum of 6 months' experience of working with children in an educational setting, within the last 5 years. | 2 years' experience of working with children in a school. |
| **Knowledge & Skills** | Understanding educational needs of children.<br><br>Ability to contribute to the planning and development of educational activities.<br><br>Ability to work collaboratively with others.<br><br>Ability to work without constant supervision.<br><br>Ability to use IT in a classroom setting. | Knowledge of planning and development of educational activities. |
| **Personal competencies and qualities** | Willingness to be flexible and undertake any other duties of a similar level and responsibility as may be required.<br><br>Willingness to undertake appropriate further training, including acquiring First Aid Qualification.<br><br>Commitment to equality principles.<br><br>Ability to meet the physical needs of students.<br><br>Ability to maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information. | Current First Aid Qualification. |