



## JOB DESCRIPTION

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**Position: Learning Support Assistant****Academy:** Stationers' Crown Woods Academy**Reporting to:** Head of Learning Support/E.A.L. Team Leader/T.i.C VISR DSP/T.i.C MLD DSP

**Purpose of the Job:** To provide practical assistance to the line manager in the Academy in catering for the personal welfare and educational needs of pupils. As far as possible to ensure a safe working environment for staff and pupils. To contribute to facilitating pupil access to the education system, assessing and supporting achievement and monitoring progress towards service objectives.

**Main duties**

1. To support pupil(s) learning needs. This may involve using a wide range of strategies and methods, according to difficulty, including personal care.
2. To encourage positive friendship patterns for all pupils in class and particularly the supported pupil.
3. To motivate and support pupil(s) to remain on task and complete work in a focused way.
4. To take part in school activities and events as required, accompanying and supporting children on outings from school as necessary.
5. To attend training days/meetings that support the pupil(s) or address the needs of the school, in accordance with contractual arrangements as appropriate.
6. To liaise with external agencies and follow their advice for safety, learning and therapy programmes, as appropriate.
7. To have regular, positive contact with the parents/carers of the supported child and feedback orally to the appropriate staff.
8. To contribute orally and in writing to the Individual Education Programme (IEP) and Annual Review of the supported pupil(s) as appropriate.
9. To have due regard to the Health & Safety at Work legislation in carrying out all aspects of the post.
10. To work with individual pupils, and groups of pupils, with learning difficulties, both in class and in the Learning Support and Inclusion base, to enable them to access the curriculum.
11. To work as part of the Learning Support and Inclusion Service, building sound relationships with relevant pupils and staff.
12. To liaise with Individual Support Teachers and other school staff in the preparation of plans and materials.
13. To prepare and adapt materials suitable for pupils with learning difficulties to use in class and in withdrawal lessons.
14. To promote the Academy's Equal Opportunities policy in carrying out all area of the post.
15. Such other duties as may reasonably be required and are commensurate with the post grade.
16. The postholder should have the ability to form and maintain appropriate relationships and personal boundaries with children and young people, in safeguarding and promoting their welfare.

**PERSON SPECIFICATION**

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1. Proven – reasonable standard of literacy.
2. Experience of dealing with children (preferably age 11 – 16).
3. A willingness to learn about difficulties children experience with learning.
4. A willingness to address the full range of needs of pupils in the Academy.
5. A willingness to undertake relevant training.
6. Ability to demonstrate an understanding of equal opportunities.

## **S.E.N and Inclusion Service at Stationers' Crown Woods Academy**

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The Faculty of Learning Support and Inclusions aim to support pupils within mainstream education by developing necessary skills to access the curriculum. It comprises the following seven teams:

### **Learning Support Department**

- Students with learning difficulties work here.

### **Learning Mentors**

- Students who have issues with behaviour, disaffection, or aspiration work with this service.

### **PUPIL REFERRAL UNIT**

- Students with behaviour issues, exclusion or social difficulties can be referred to this unit.

### **Visual Impairment Specialist Resource**

- This caters for pupils with vision difficulties.

### **Designated Special Provision (for pupils with Moderate Learning Difficulties)**

- This caters for pupils with a range and depth of need who might previously have been educated outside the mainstream.

### **EAL (English as an Additional Language)**

- This team works on raising attainment of minority ethnic groups and supporting EAL pupils.

### **BEST (Behaviour and Education Support Team)**

- This government initiative is being piloted at Stationers' Crown Woods Academy and provides a range of support strategies for disaffected pupils, those at risk of exclusion and those with serious attendance concerns. Access is through the Head of Faculty and the BEST Coordinator, based on-site.