



## **JOB DESCRIPTION**

**Title:** Learning Support Assistant

**Grade:** TPLTSS 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.

### **Safeguarding Responsibilities**

This role involves working with children on a daily basis and is therefore in regulated activity.

### **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

### **Support for the school**

*Develop and maintain working relationships with other professionals*

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.

#### *Contributing to the Management of pupil behaviour and security*

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.

Be aware of and understand the School's Equality and Diversity Policy and ensure at all times that the duties of the post are carried out in accordance with the Policy.

Ensure compliance with all Health and Safety legislation and associated codes of practice and school policies.

#### *Review and Develop own professional practice*

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.

### **General**

This job 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.

### **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 office based but will include visiting schools within the Trust for meetings and to support schools with financial activities.

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

## **General Expectations**

Develop and maintain working relationships with other professionals.  
Contribute to the management of student behaviour and security.

Review and develop own professional practice.

## **Expectations of Jobholder**

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

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

Ensure that the equal opportunities policy is adhered to and promoted in all aspects of the post holder's work.

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.

Comply with and promote Health and Safety policies and procedures and to undertake recommended Health and Safety training as and when necessary.

Commit to professional self-development, through participation in in-service training as necessary for the successful carrying out of the job.

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

## **Supervisory responsibility**

The post holder does not have supervisory responsibilities for other staff.

## **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)

<b>Assessment criteria</b>	<b>Essential</b>	<b>Desirable</b>
<b>Education</b>	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.
<b>Experience</b>	Some experience of working with children of Secondary age, ideally in a school context.	1 year of experience of working with children in Secondary education.  Wider experience of working with students of Secondary age within an appropriate context.
<b>IT skills</b>	Basic ICT skills.	
<b>Other skills</b>	Excellent and effective communication skills.	
<b>Qualities</b>	Ability to work flexibly within a team and motivate students.  Demonstrate a positive attitude.  Reliability, motivation and resilience under pressure.  Attendance at directed times.	Some knowledge of • Child Protection procedures • SEND code of practice  Occasional attendance at events beyond school hours, by agreement.

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