

Job Title: Recovery Intervention Learning Support Assistant	Pay Scale: PPS 4
Normal Place of Work: Huntingtower Community Primary Academy	Line Manager: Phase Leaders /SENDCo
Role Summary: To support children with specific needs, in accordance with students' individual profile requirements. To provide support to teaching staff by delivering specific interventions- to groups and/or individual students.	

DUTIES AND RESPONSIBILITIES

1. To support Phase Leaders and SENDCO in matters concerning students with specific identified needs
 - To support in the delivery of individual specific targeted intervention and reinforced through ongoing pupil profile information.
 - To assist in monitoring student's needs and reporting these to the Phase Leader and SENDCO.
 - To assist in keeping records as required by the Phase Leader
2. To support in the classroom delivery of subject-based tasks to groups or individual students:
 - To deliver specific intervention programmes including RWInc, Dynamo, Nessy.
 - To support the class teacher in the delivery of lessons to groups or individual students.
 - To participate in the preparation of the interventions as required including using strategies such as precision teaching.
 - To reinforce specific targets to address individual learning needs within the classroom setting.
3. This is all in their general TA role
4. To interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues within the phase.
5. To act in accordance with Federation policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.
6. Any such other duties as may be determined from time to time within the general scope of the post.

Key Relationships

The post holder will be expected to develop and maintain good relationships with:

• Head Teacher, SLT and all Trust staff	To ensure a high-quality service is provided that meets the needs of the Trust.
• Parents and Students	
• Visitors	

Generic Responsibilities

- Represent and promote The Priory Federation of Academies' values internally and externally.
- Ensure that the Federations internal customers receive an excellent customer service experience in all dealings with the service.
- Deliver your day-to-day duties consistently with the agreed service level.
- Act as a champion for change and improvement, constantly enhancing quality.
- Contribute to the annual quality review of the service and the programme of continuous improvement.
- Actively promote and act, at all times, in accordance with Federation policies, e.g. Health and Safety, Equal Opportunities and Safeguarding.
- Make a commitment and contribution to improving standards for students, as appropriate.
- Contribute to the maintenance of a caring and stimulating environment for students.
- Undertake other duties commensurate with the job level.

The post holder will interact professionally with colleagues to ensure understanding and awareness of responsibilities of all colleagues and undergo any relevant training.

Elements of this job description may be changed following consultation with your manager.

TERMS OF EMPLOYMENT

All offers of employment are subject to The Trust receiving proof of identity, two satisfactory references, satisfactory health and enhanced DBS checks, a signed Code of Conduct, evidence of your relevant qualifications and successful completion of a 12 month probation period.

HEALTH AND SAFETY

All employees are responsible for reading, understanding and carrying out the requirements of The Trust's Health and Safety policy and for informing a relevant person if they become aware of any non-compliance with the policy or of any identified training needs.

HOURS OF WORK

The Academy day is between 8:00 am and 6:00 pm. A flexible approach to working is expected as some tasks may be required to be carried out in the evenings and during holiday periods.

CONTINUAL PROFESSIONAL DEVELOPMENT

The Trust requires individuals to identify and analyse their own training and development needs and to actively participate in the design of a development plan to meet these needs and the needs of the Academy. This may be achieved through an appraisal process.

The post holder should recognise and take advantage of development opportunities and should periodically review their own progress towards meeting previously agreed goals.

CONDITIONS OF SERVICE

Governed by the National Agreement on Pay and Conditions of Service supplemented by local conditions as adopted.

SPECIAL ARRANGEMENTS

The post holder may be required to work outside of normal academy hours on occasion, with due notice.

SAFEGUARDING STATEMENT

The Priory Federation of Academies is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Person Specification – Learning Support Assistant

	Essential	Desirable	How assessed*
QUALIFICATIONS			
GCSE English and Mathematics Grade A-C or equivalent.	✓		AF / Cert
Level 2 IT qualification/experience or equivalent.		✓	AF / Cert
NVQ3 qualification or working towards	✓		
First Aid or working towards		✓	
Proficient in the use of email and the internet	✓		AF/Cert
KNOWLEDGE AND EXPERIENCE (UP TO DATE/ CURRENT)			
Current identified phase experience	✓		AF / IV
A knowledge and experience of student intervention techniques including: Precision teaching Specific programmes such as RWInc, Dynamo Maths Nessy	✓		AF / IV
Experience of supporting groups of students as well as students on a one-to-one basis	✓		IV/AF
SKILLS AND ABILITIES			
A high level of communication skills	✓		AF / IV
The ability to adapt to meet the needs of the students	✓		AF / IV
Ability to motivate students, good interpersonal skills	✓		AF / IV
Must accept and actively support the Federation's agreed values.	✓		AF / IV
WORKING ARRANGEMENTS AND PERSONAL AVAILABILITY			AF / IV
Flexible with a willingness to adapt working patterns to fit the needs of the Academy.	✓		AF / IV

*Key to how skills are assessed:

AF = Skill assessed via application form

IV = Skill assessed via interview

AT = Skill assessed via test/work-related task

Cert = Certificate checked at interview

Acceptance of the Job Description

I have read and accept the content of the job description.

Signed Line Manager:

Dated:

Signed Employee:

Dated.....