

**SUPPORT STAFF  
JOB DESCRIPTION**

<b>ROLE TITLE</b>	Learning Support Assistant
<b>CONTRACTED HOURS</b>	34 hours per week / 39 weeks per year
<b>LOCATION</b>	Samuel Ward Academy
<b>GRADE / SCALE POINT – SALARY</b>	Grade 3 / SP 4 - 6
<b>REPORTING TO</b>	SENDCo

**INTRODUCTION**

All Unity Schools Partnership schools embrace a strong set of values which ensure that pupils learn how to take their place in modern Britain. Every member of staff is required to uphold and promote the values of the Trust in every aspect of their work performance.

**JOB PURPOSE**

To support students to raise their level of educational attainment and to develop social skills and understanding. To support students to learn as effectively as possible both in group situations and individually.

**KEY TASKS & RESPONSIBILITIES**

**Support for Students:**

Under the teacher's direction:

1. Use a wide range of opportunities to develop students' language, literacy, numeracy and related skills;
2. Use specialism / expertise to support specific students as directed by class/subject teacher and / or line manager;
3. Work with students, either one-to-one or in small groups, some of whom may have Special Educational Needs;
4. Mark students' work, as appropriate, maintaining basic records;
5. Clarify and explain instructions;
6. Motivate and encourage pupil as required;
7. Help students to concentrate on and finish work set, whilst encouraging independence;
8. Develop methods of promoting / reinforcing students' self-esteem;
9. Support students with aspects of behaviour, withdrawing from class if appropriate;
10. As appropriate, look after sick/upset students;

11. Undertake basic first aid and administer medication in accordance with the relevant school policy and procedure
12. Support learning and development by accompanying and working with students outside the classroom on trips, visits and other activities under the direction of the class/subject teachers

### **Support for Teachers**

1. Liaise with the class/subject teachers, to ensure clear understanding of tasks and responsibilities and how these will be operated in practice to promote the best outcomes for students;
2. Maintain a purposeful, orderly and supportive environment for learning;
3. Assist the class/subject teacher in supporting students, enabling access to the curriculum;
4. Assist the class/subject teacher in preparation of resources and displays;
5. Support and assist the class/subject teacher in maintaining good order and discipline in the classroom and around the school, by actively engaging with students to positively promote and enforce the school's behaviour policy;
6. Observe student learning and support this learning in the light of observations;
7. Monitor students' performance, providing regular feedback about to the teacher;
8. Act on the teacher's assessments to carry out further support work with students;
9. Maintain records of student needs and progress;
10. Assist teaching staff to ensure that aims and objectives of the school are achieved.
11. Supervise students around the school site and premises as required as part of the school's agreed duty rota;

### **Team Working and Personal Professional Development**

1. Attend and participate in curriculum planning meetings (after school as required)
2. Keep up-to-date with school policies and procedures;
3. Liaise, advise and consult with other members of the staff team, supporting students when asked to do so;
4. Attend relevant in-service training;
5. Undertake tasks to support the curriculum and assist with events organised as part of the curriculum;
6. Attend and contribute to SEN and appropriate review meetings, if required by the class /subject teacher, SENDCo and/or Principal and where appropriate, disseminate information to other Teaching Assistants;
7. Support implementation of Government initiatives under the direction of line manager.

### **Health, Safety and Wellbeing**

1. Follow Health and Safety procedures at all times, particularly with regard to student safety and that of staff colleagues;
2. Refer students to a school first aider or the Principal ensuring that the class/subject teacher is aware;
3. Be aware of and maintain full understanding of procedures to follow in the event of an emergency;
4. Keep up-to-date with and follow, Safeguarding / Child Protection procedures.

### **SAFEGUARDING**

Unity Schools Partnership is committed to safeguarding and promoting the welfare of children and young persons at all times.

The post holder, under the guidance of the Headteacher, will be responsible for promoting and safeguarding the welfare of all children with whom he/she comes into contact, in accordance with the Trust's and the school's safeguarding policies. The post holder is required to obtain a satisfactory Enhanced Disclosure from the Disclosure and Barring Service (DBS).

### **GENERAL**

1. Actively contribute to and promote the overall ethos and values of the School and the wider Trust.
2. Participate in training and other learning activities and performance development as required.
3. Maintain consistent high standards of professional conduct, tact and diplomacy at all times in dealings with students, parents, staff colleagues, external agencies and any other visitors to the school or wider Trust.
4. Maintain absolute confidentiality and exercise discretion with regard to staff / pupil information and the Trust's business at all times.
5. Act as an ambassador for the School and the wider Trust within the local community and beyond, ensuring that the ethos and values of the Trust are promoted and upheld at all times.
6. Undertake any other reasonable tasks and responsibilities as requested by the line manager or a member of the Senior Leadership or Trust Executive Leadership Teams which fall within the scope of the post.

# PERSON SPECIFICATION

CRITERIA	ESSENTIAL	DESIRABLE
KNOWLEDGE		
<b>Technical or Specialist</b>	<ul style="list-style-type: none"> <li>• Experience of working with students</li> <li>• Knowledge and use of a range of classroom equipment</li> <li>• Basic knowledge of first aid</li> <li>• Recognised competency in literacy and numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• Broad awareness and understanding of medical conditions such as asthma, epilepsy etc</li> <li>• Awareness of health and safety procedures</li> <li>• Experience of one to one support, where appropriate</li> <li>• NVQ2, or equivalent in related area</li> </ul>
<b>Literacy and Numeracy</b>	<ul style="list-style-type: none"> <li>• Ability to read and understand instructions</li> <li>• Ability to complete reports such as incident report forms, progress report etc</li> </ul>	
<b>Organisational</b>	<ul style="list-style-type: none"> <li>• Knowledge of school policies and procedures</li> </ul>	<ul style="list-style-type: none"> <li>• Good knowledge and understanding of the school's structure</li> </ul>
<b>Research</b>	<ul style="list-style-type: none"> <li>• Assist teacher with information gathering and resources as appropriate</li> </ul>	
<b>Problem Solving</b>	<ul style="list-style-type: none"> <li>• Ability to recognise and resolve or report problems</li> </ul>	
<b>Creative Thinking</b>	<ul style="list-style-type: none"> <li>• Assist teacher in creating a positive learning environment</li> </ul>	
<b>Interpersonal and Communication</b>	<ul style="list-style-type: none"> <li>• Ability to communicate clearly</li> <li>• Ability to encourage participation and give feedback to students</li> <li>• Sensitivity to students' needs</li> <li>• Advising and guiding students on the best way to handle situations, under the teacher's direction</li> <li>• Encouraging students to participate in or complete tasks</li> <li>• Providing basic advice to other Teaching Assistants</li> <li>• Ability to conciliate between students in relationship / friendship disputes</li> </ul>	

	<ul style="list-style-type: none"> <li>Assist with the induction of new Teaching Assistants</li> </ul>	
<b>Keyboard</b>	<ul style="list-style-type: none"> <li>Ability to use ICT to advance students' learning and ability to use ICT tools for own benefit</li> </ul>	
<b>Manual Skills</b>	<ul style="list-style-type: none"> <li>Use of craft knives, glue guns etc when displaying work or assisting students in practical lessons</li> <li>Help students to use tools and equipment as required to support learning</li> </ul>	
<b>Level of Autonomy</b>	<ul style="list-style-type: none"> <li>Work is covered by set policies and procedures</li> <li>Able to work with small groups of students when carrying out specific tasks or on field trips etc</li> <li>Able to supervise larger numbers of students when on duty break / lunchtime</li> <li>Able to make decisions on when to refer queries / problems to teaching staff or line manager</li> </ul>	