

Job Description

Learning Support Assistant

Post: Learning Support Assistant
Line Manager: SENCo
Salary: Grade 14

Job Purpose:

- To work under the guidance of senior/teaching staff and the SENCo to support the delivery of quality learning and teaching and to help raise the standard of academic and personal achievement of all students. This will include students with a range of needs including learning, mental health, sensory, physical and autism and communication needs
- To plan, run and review interventions, including outdoor and life skills interventions as directed by the SENCo
- Ensure Pupil Premium Students and SEN students are a particular focus for classroom support and intervention programmes

Main Areas of Responsibility:

- To develop knowledge of a range of learning support needs and to develop an understanding of the needs that are specific to students at the Academy
- Support students with identified needs to make progress in the classroom, in small groups or on a one-to-one basis and operate within the SEN policy framework of the Academy
- Considering the learning support involved, to aid students to learn as effectively as possible both in group situations and on their own by, for example:
 - assisting with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
 - clarifying and explaining instructions to help students concentrate on and finish the work set
 - ensuring the student can use equipment and materials provided
 - assisting in areas for development, e.g. language, numeracy, behaviour, social skills, reading, spelling, handwriting/presentation
 - helping students to concentrate on and finish work set
 - developing appropriate resources to support the students, as directed by the SENCo
 - To promote the inclusion and acceptance of all students
- To set challenging and demanding expectations and promote self-esteem, aspiration and independence
- To provide the necessary pastoral care to enable students to feel secure and well supported

- To provide feedback to students in relation to progress and achievement under the guidance of the teacher and/or SENCo where necessary
- Assist teachers (and SENCo and other professionals as appropriate), in the development and planning of a suitable programme of support for students
- Assist in the monitoring of student responses to learning activities, this will include marking work/activities and accurately recording achievement/outcomes
- Provide detailed and regular feedback about students' progress to the SENCo and teachers, as directed by the SENCo
- Participate in the evaluation of the any support programmes, as directed by the SENCo
- Promote good behaviour, dealing promptly with conflicts and incidents in line with established policy, and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student need
- Support the supervision of students in the Learning Resource Centre
- Supporting the use of ICT in learning activities and developing students' competence and independence in its use
- Carry out other responsibilities appropriate to the grade as agreed with Line Manager or Operations Manager

Supporting processes:

- Being aware of, and complying with, policies and procedures relating to child protection, health and safety and security, confidentiality and data protection, and reporting all concerns to an appropriate person
- Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop
- Contributing to the overall ethos/work/aims of the Academy
- Appreciating and supporting the role of other professionals
- Attending relevant meetings, as required
- Participating in training and other learning activities and performance development, as required
- Assisting with the supervision of students out of lesson times, including before and after school and at lunchtimes, as required
- Being flexible to meet the department/students needs
- Accompanying teaching staff and students on visits, trips and out of school activities, as required, and taking responsibility for a group under the supervision of the teacher and other staff

All Kings Academy staff are expected to:

- Ensure that the aims, priorities and policies of the Academy and Trust are adhered to
- Act as a positive representative and advocate of the Academy and its students in all circumstances and at all times
- Carry out any other duties as reasonably requested by the Headteacher
- Kings Academy is committed to safeguarding and promoting the welfare of children and young people and all staff working with these groups are expected to share a commitment to this. You will be expected to report any concerns relating to the safeguarding of children and/or young people in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children or young people gives cause for concern the Academy agreed child protection procedures will be followed alongside implementation of the Academy disciplinary procedures.