



Job Description

Learning Support Assistant

Purpose	<p>To provide high-quality learning and pastoral support to students with Special Educational Needs (SEN), enabling them to access the curriculum, participate fully in school life, and achieve their individual potential.</p> <p>Working under the guidance of the SENCO and teaching staff, the Learning Support Assistant will support students within the classroom, in small groups, and on a 1:1 basis when required, helping to promote inclusion, independence, confidence, and positive outcomes for all learners.</p>
Reporting to	SENCO
Salary	Grade 14

Key Responsibilities	<ul style="list-style-type: none">• To develop knowledge of a range of learning support needs and an understanding of the needs that are specific to students at the Academy• Support students with a range of SEN needs, including learning difficulties, autism spectrum condition (ASC), ADHD, speech and language needs, and social, emotional, and mental health (SEMH) needs• 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• Assist students in accessing the curriculum and participating fully in classroom activities• Work collaboratively with teachers to implement individual support strategies and learning plans• Provide targeted support to small groups of students• Deliver 1:1 support to individual students, when required, helping them achieve their academic, social, and emotional goals• Encourage positive behaviour, independence, and self-confidence• Monitor and report on student progress and wellbeing• Participate in the evaluation of any support programmes, as directed by the SENCO• Contribute to creating an inclusive, safe, and supportive learning environment• Establish constructive relationships with parents/carers• Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to students' needs• Support the supervision of students in the Learning Hub and wider school site• Supporting the use of ICT in learning activities and developing students' competence and independence in its use• To contribute to the good order and running of the school by doing any other task deemed reasonable by the Headteacher/Operations Manager and commensurate with the grade
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<p>Supporting Processes</p>	<ul style="list-style-type: none"> • 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 • Undertake additional duties commensurate with the grade as directed by your line manager • Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation
<p>Additional Responsibilities</p>	<p>All Kings Academy staff are expected to:</p> <ul style="list-style-type: none"> • 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 Operations Manager • The King’s 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. <p>The Trust recognises that the following skills are required for this post:</p> <p>Relating to others</p> <ul style="list-style-type: none"> • Impact and influence: the ability and the drive to produce positive outcomes by impressing and influencing others • Team working: the ability to work with others to achieve shared goals • Understanding others: the drive and ability to understand others, and why they behave like they do <p>Developing people</p> <ul style="list-style-type: none"> • Encourage staff to work together and share expertise within and across teams <p>Reflecting</p> <ul style="list-style-type: none"> • Reflect on personal and professional development • Use feedback from all levels of the Trust to help improve the way you work • Be aware of your own skills of self-management as regards time and prioritising workload <p>Inspiring</p> <ul style="list-style-type: none"> • Be able to inspire staff and pupils with the highest standards and expectations • To ensure the aims, priorities and policies of the Academy and Trust are adhered to • Act as a positive representative and always be an advocate for the Academy and its students in all circumstances • Assisting with the supervision of students out of lesson times, including before and after school and at lunchtimes, as required • Undertake additional duties commensurate with the grade as directed by your line manager • Ensure that duties are undertaken with due regard and compliance with the Data Protection Act and other legislation

	<ul style="list-style-type: none"> • Be courteous to colleagues and provide a welcoming environment to visitors both in person and on the telephone and maintain a professional standard of demeanour and dress • Attend relevant meetings, participate in training and other learning activities and performance development, as required • Take on additional responsibilities, as required by the Headteacher and the Executive Leadership Team of the Wessex Learning Trust <p>The Wessex Learning Trust is committed to safeguarding and promoting the welfare of children and young people. All staff working within the Trust are expected to share a commitment to doing this. You will be expected to follow and promote the procedures in the Child Protection and Safeguarding Policy and report any concerns in accordance with agreed procedures. If your own conduct in relation to the safeguarding of children and young people gives cause for concern, the Trust's Child Protection Procedures will be followed alongside implementation of the Trust's disciplinary procedures.</p> <p>This post will require online checks to be undertaken and an enhanced DBS check, as well as medical clearance.</p>
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This job description is current as at the date shown, and whilst every effort has been made to explain the main duties and responsibilities of the post, not all individual tasks undertaken will necessarily have been identified.

The job description will be reviewed annually as part of the appraisal process or at other appropriate times as determined by the Trust.

Signature (Employee):	
Date:	
Signature (Line Manager):	
Date:	