



Learning Support Assistant Job Description & Person Specification

EMMAUS
CATHOLIC MAC
Our journey with Christ

Learning Support Assistant – Job Description

Post Title: Learning Support Assistant

Scale: 4 SCP: 5 – 6, Teaching Assistant Level 2

Hours: 27.5 hours per week; 38 + 1 weeks per year (part time/term time only including 5 training days)

Reporting to: SENDCO

GENERAL PROFESSIONAL DUTIES AND RESPONSIBILITIES

The successful candidate will work under the direction of our SENDCO and teaching staff when in the classroom. The role may require the suitable candidate to work with specific student(s) at the direction of the SENDCO and be involved in programmes of support and intervention.

To implement agreed work programmes with individuals/groups and support teaching staff in the development and education of students including the provision of detailed and specialist skills/knowledge in particular areas. To assist the teacher in the whole planning cycle and supervise whole classes or groups during the short-term absence of a teacher.

Key responsibilities of the post include:

Support for Students

- Make a contribution to Individual Learning Support Plans and their implementation.
- Use specialist skills and training to support bilingual/multilingual students and help them to access the curriculum.
- Use specialist skills and training to support students with communication and interaction difficulties e.g. speech and language delay, dyslexia, dyspraxia etc.
- Use specialist skills and training to support students with sensory and /or physical impairment e.g. assistance with the development of appropriate structured learning plans and the implementation of structured learning programme.
- Use specialist skills and training to support students with cognition and learning difficulties e.g. encouraging the students to engage with and benefit from the planned learning activity, including modifying the activities as agreed with a teacher if the student is making slow progress.
- Using specialist skills and training to support the behaviour management of students with behavioural, emotional, and social development needs e.g. assist with the development of behaviour management strategies, monitor student's behaviour to recognise and reward progress in behaviour management, identify and respond to uncharacteristic behaviour patterns and incidents of challenging behaviour.
- Provide feedback to students in relation to progress and development.
- Establish productive working relationships with students acting as a role model and setting high expectations.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide pastoral support to students.
- Receive and supervise students excluded from, or not otherwise working to a normal timetable.
- Develop 1:1 mentoring arrangements with students if required by the SENCO
- Promote the effective transfer of students across phases/integration of those who have been absent.

Support for Teacher/School:

- Assess the needs of students and contribute to the development of IEP's.
- Observe and report on student performance.
- Take responsibility for the management of challenging student behaviour.
- Provision of student information to external agencies.
- Design and produce worksheets or administer coursework with minimal supervision for groups of students.
- Undertake more complex marking of students work in line with school policy.
- Undertake joint home visits as appropriate and in line with LEA policy.
- Implement and evaluate specific curriculum plans and activities for groups of students to meet the individual needs of those students.
- Contribute to curriculum planning.
- Contribute to the identification and planning of out of school learning activities beyond the school day.
- Under the guidance of a teacher, implement agreed work programmes with individuals or groups maintaining good order and keeping students on task.
- Provide emergency cover supervision for a group or class, under the direction and control of the Principal or other designated member of staff during the unplanned short-term absence of the teacher, normally for periods of up to one session, limited to no more than 2 sessions per term, unless a cover supervision allowance is payable.
- To provide specialist language support to individuals/groups where English is not the first language.
- Provide guidance and assist in the training and development of staff as appropriate.
- Contribute to the development and maintenance of school policies.
- Participate in working groups on curriculum matters.
- Provide clerical/administrative support e.g. administer coursework, produce worksheets for agreed activities.
- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Undertake planned supervision of students out of school learning activities.
- Supervise students on visits and trips as required.
- Be aware of and comply with policies and procedures relating to Child Protection, equal opportunities, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall ethos/work/aims of the school.
- Participate in training, other learning activities and performance development as required.
- Attend and participate in relevant meetings as required.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including work normally allocated to posts at a lower responsibility level, in pursuance of raising student achievement and effective team working. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.

Special Conditions

Hagley Catholic High School is a member of Emmaus Catholic Multi Academy Company, which is an equal opportunities employer committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. This position is, therefore, subject to an Enhanced Disclosure and Barring Service check.

Other Duties

- Be aware of and comply with the policies and procedures relating to safeguarding including Child Protection.
- Be aware of, and comply with the policies and procedures relating to safeguarding including Child Protection, Health and safety, Teaching and learning, the curriculum assessment (including SEND, LAC, EAL etc.)
- Contribute to the overall ethos of the MAC and maintain positive, professional relationships with directors, staff, visitors, and all other stakeholders.
- Be loyal to the mission of the school and pay due regard to the Catholic nature of the School/MAC.
- Operate with the utmost regard to confidentiality and not divulge sensitive information to third parties.
- To comply with the School/MAC Code of Conduct, regulations, and policies.

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who meets children, and their families has a role to play. To fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, always, what is in the best interests of the child.

It is the postholder's responsibility to carry out their duties in line with MAC policy on equality and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. The postholder should act as an exemplar on these issues and should identify and monitor training for their self and any employees for whom they are responsible.

The postholder must always carry out their responsibilities with due regard to the MAC policy, organisation and arrangements for Health and Safety at Work Act 1974.

The job description is not intended to be an exhaustive list of all duties and responsibilities that may be required.

The job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the postholder.

All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. The MAC reserve the right to determine specific duties and tasks to reflect the changing needs of the school. This will be done without fundamentally changing the general character of the post or its level of responsibility.

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Learning Support Assistant – Person Specification

	Essential	Desirable	Evidenced
Education and Training			
Experience			
Previous experience desirable but not essential		✓	A
Demonstrable experience of working with or caring with children of a relevant age.		✓	A
Experience of working in a school would be beneficial		✓	A
Qualification /Training			
A good general education with maths and English at GCSE C or above, or equivalent	✓		A
Practical Skills			
Ability to use relevant technology (IT competency)	✓		I
Demonstrate good numerical and verbal reasoning skills and literacy skills	✓		A, I
Ability to work effectively and respond well under pressure, in a calm and professional manner	✓		A, I, R
Ability to communicate effectively with parents and carers		✓	A, I, R
Excellent verbal communication skills for motivating children to learn	✓		A, I, R
Ability to create the best conditions for learning or teaching new things		✓	A, I, R
Personal Qualities and Attributes			
Flexibility and open to change for working on different activities	✓		A, I, R
A knowledge of equality and diversity issues	✓		A, I, R
Be cooperative and a supportive team player	✓		A, I, R
Have effective communication and excellent interpersonal skills	✓		A, I, R
Be confident and a reassuring presence to candidates in exam rooms	✓		A, I, R
Ability to understand and relate well to children and adults.	✓		A, I, R
Ability to work in a discreet and sensitive manner	✓		A, I, R
Able to work constructively as part of a team, understanding school roles and responsibilities and own position within these	✓		A, I, R
Safeguarding			
To comply with the School's commitment to the protection and safeguarding of children	✓		I, R
To demonstrate understanding of current safeguarding concerns and practices	✓		I, R

This position is subject to an Enhanced Disclosure check under the Rehabilitation of Offenders Act 1974.

All applicants must be able to provide documentation to prove their right to work in the UK.

A - Application

I - Interview

R - Reference