

Learning Support Assistant

Job Specification

Values: Be respectful, Show empathy, Have aspirations, Work together

Accountable to: Head of Service, Assistant Head of Service

Contract: B1 (Scale point 4-6) 37 hours per week, TTO plus 5 days

Post-holders are appointed to the Medical Needs Teaching Service (MNTS). The MNTS is a service commissioned by Leeds Local Authority through a Service Level Agreement with the East Specialist Inclusive Learning Centre, and the MNTS delivers learning in settings across Leeds.

The Local Authority has a statutory duty to provide education for young people who are unable to attend school due to their medical need. Every employee in the East SILC will promote the core values of the service. We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment. Appointments will be subject to an enhanced DBS disclosure and reference checks.

Key Duties and Responsibilities:

- To support young people in engaging with educational activities under the guidance of a qualified teacher, helping to establish an appropriate learning environment.
- To empower all pupils to access the curriculum.
- To support further independent study for MNTS pupils.
- To support with pupil supervision on arrival, departure and at break times.
- To liaise with schools, families and professionals, contributing to the work of the pastoral team.
- To complete all required electronic/written records of attendance, engagement and progress.
- To maintain up to date knowledge of current education issues in collaboration with the MNTS teaching team.
- Participate actively in relevant CPD, thereby supporting the development of the service and the effectiveness of our offer.

Any Special Conditions of Service:

- The post holder may be required to work in any setting across the Medical Needs Teaching Service.
- There may be a need to occasionally work outside of service hours and off service premises.
- There is a no smoking policy.
- This job specification is a guide to work that you will be initially required to undertake. It may be altered from time to time to meet changing circumstances.
- Subject to a 6-month probationary period.