



# JOB DESCRIPTION

Job Title:

**Learning Support Assistant**

Location:

**Charles Read Academy**

**Job Purpose:**

To work under the guidance of teaching/senior staff and within an agreed system of supervision, to implement agreed work programmes with individuals/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting teachers in the whole planning cycle and the management/preparation of resources.

**Background:**

The David Ross Education Trust (DRET) is a growing network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

**Reporting To:**

SENCO

The post holder is also expected to interact with and lead colleagues on a professional level in order to promote a mutual understanding of the school's ethos, vision and values.

## KEY RESPONSIBILITIES AND ACCOUNTABILITIES

### MAIN DUTIES AND RESPONSIBILITIES

- ★ Plan, Prepare and deliver specified learning activities to individuals, small groups and/or classes modifying and adapting activities as necessary under the direction and supervision of a teacher
- ★ Assess, record and report on development, progress and attainment of SEN students
- ★ Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- ★ Engage with parents as appropriate
- ★ Use teaching and learning objectives to plan, evaluate and adjust lessons/work plans as appropriate within agreed systems of supervision when delivering intervention • Assess the needs of pupils and use knowledge and specialist skills to support pupils' learning
- ★ Develop independence in our SEN students using metacognitive strategies to help them become self-regulated learners
- ★ Take a Tutor group where required
- ★ Share resources as appropriate
- ★ Provide pastoral care to pupils, supporting pupils in social and emotional well-being, reporting problems to the teacher as appropriate
- ★ Participate in team meetings, staff development activities and the wider school community to support the achievement of individual children.
- ★ Take small group intervention sessions
- ★ Provide assistance to the SENCO in relation to access arrangements for SEND students in exams
- ★ Provide cover as appropriate

### OTHER

- ★ Attendance at key meetings and other Academy events, such as Open Evenings, Induction Days etc.. as and when required.
- ★ Under the guidance of the SENCO take part in all quality assurance processes.
- ★ To achieve and maintain high standards of student attainment and progress within own classes
- ★ To take part in the Academy's staff development programme by participating in arrangements for further training and professional learning
- ★ To continue own professional development in relevant areas including subject knowledge and teaching methods
- ★ Engage actively in the performance management review process of the Academy
- ★ To comply with all financial, safety, data protection, child protection and equal opportunity requirements and any other relevant guidelines
- ★ Contribute to the work of curriculum and pastoral teams.
- ★ To fulfil the responsibilities indicated above and the terms and conditions of service required of a teacher as indicated in the Department for Education Terms and Conditions of Service.

## PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 – Application

2 – Test/Presentation

3 – Interview

	Essential	Desirable	Assessed
<b>Qualifications and Professional Development</b>			
★ Good numeracy and literacy skills.	✓		
★ Good keyboard skills and knowledge of relevant IT packages	✓		
★ Ability and willingness to identify own training needs and participate in training.	✓		
★ To be responsible for promoting and safeguarding the welfare of children and young people within the school	✓		
★ NVQ Level 2 or equivalent	✓		
★ Previous experience of working with children of relevant age	✓		
<b>Experience</b>			
★ Experience of working with students with SEN needs		✓	
★ Experience of working with relevant age groups within a learning environment.		✓	
★ Understanding how children learn		✓	
★ Experience of supporting pupils with literacy interventions		✓	
★ Experience of supporting individual children in a classroom on a 1:1 basis		✓	
<b>Skills and Knowledge</b>			

★ Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation.		✓	
★ Working knowledge of national curriculum and other relevant learning programmes/strategies		✓	
★ Ability to provide necessary personal care to children.		✓	
Personal Qualities and Ethos			
★ Ability to work well as part of a team.	✓		
★ Ability to relate well to children.	✓		
★ Ability to relate well to adults	✓		
★ Equal Opportunities			
A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		
★ Safeguarding			
Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information and taking prompt action to safeguard and protect them.	✓		
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		
★ Health and Safety			
Aware of Health & Safety and Safeguarding as appropriate to role	✓		

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*

*The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.*

*The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.*

*This Job Description is current at the time of printing but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.*

*The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.*

***All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.***