

Learning Support Assistant

Contract Type:	Permanent
Hours:	Full Time (35 hours) 08.30 – 16.00 Monday, Tuesday, and Thursday 08.30 – 16.30 on a Wednesday 08.30 – 15.30 on a Friday Part time, full days also available
Salary range:	Salary range from £26,847 – £29,071 FTE per annum (Actual term time only for this position is £23,634 to £24,392 per annum).
DBS Disclosure Level:	Enhanced
Reports To:	Nominated Line Manager
Role Purpose:	To carry out a range of duties (within the classroom, wider aspects of the school site and off-site) and work in partnership with classroom teachers, providing support for curriculum programmes and guiding young people to overcome their barriers to learning. This role assists teachers to create environments where pupils with extra learning needs can make the most of their education. Support our young people with SEMH, ASC, and associated needs, all with EHCPs. To assist in the development of pupils' learning, working collaboratively with teaching staff, therapists and pastoral teams to deliver a consistent and therapeutic approach to supporting pupils. The Learning Support Assistant will work within our therapeutic and relationship-based approach, supporting pupils whose behaviour may communicate unmet needs and helping them to develop emotional regulation, independence and resilience. Working within the school's values of Kindness, Belonging and Ambition, the Learning Support Assistant will support pupils to overcome barriers to learning and achieve their individual potential.
Key Responsibilities:	• Using curriculum programmes developed in partnership with teachers to support the education of groups of young people. • Plan, prepare, and deliver structured and agreed learning activities with teachers, differentiating activities for the needs of our young people. • Contribute to the implementation, monitoring, review and evaluation of Education, Health and Care Plans (EHCPs), including gathering evidence of progress towards outcomes. • To support pupils to overcome barriers to learning and participation, enabling them to achieve positive educational, social and emotional outcomes. • To provide feedback to pupils in relation to progress and achievement.

KINDNESS, BELONGING AND AMBITION

www.coombehouseschool.org.uk

- To work with teachers to establish an appropriate learning environment.
- To establish positive, trusting and consistent relationships with young people, acting as a role model and setting high expectations.
- To promote the inclusion and acceptance of all young people within the classroom and encourage them to interact and work cooperatively with others and engage in activities.
- Support pupils to develop social, communication, emotional regulation, life and independence skills to prepare them for successful futures.
- To be responsible for keeping and updating records as agreed with class teachers and/or relevant line manager.
- To promote positive values, attitudes and good pupil behaviour, dealing promptly with conflict and incidents in line with established policies and encourage pupils to take responsibility for their own behaviour.
- To support in the administration of assessments and tests including invigilation of exams/tests.
- To liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed by the teacher.
- To establish constructive relationships according to individual needs and communicate with other professionals in liaison with the teacher, to support achievement and pupil progress.
- To supervise young people on visits, trips and off-site learning activities as required.
- To contribute to the wider life of the school and company.
- To contribute to the induction of new pupils as appropriate.
- To ensure effective communication as appropriate with all stakeholders and persons or bodies outside the school and company.
- To undertake any necessary professional development, taking full advantage of any relevant training and development available.
- To undergo appropriate training in order to develop skills for the post.
- To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and our young people to follow this example.
- Compliance with all school policies and procedures, including the safeguarding and child protection policies and prevent duty.
- To continue personal development and actively engage in the staff, review, and development plans.
- To carry out break and lunchtime duties.

The following duties are ones which all staff are required to perform:

KINDNESS, BELONGING AND AMBITION

www.coombehouseschool.org.uk

	• Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact; • Observe health and safety procedures and work safely at all times; • To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role; • Undertake any other duties as required by your manager to meet the changing needs and demands of the Company. • Conduct yourself with professionalism, tact, and diplomacy always as a representative of the Company.
--	--

This job description is provided to assist the post holder to know their principal duties.

PERSON SPECIFICATION

Criteria	Qualities	Essential/Desirable
Qualifications & Experience	1. GCSE Maths and English Grade C/5 and above, or equivalent, or functional skills level 2	E
	2. Training relevant to SEND including autism (ASC), ADHD, SMH, speech and language needs or other learning differences	D
	3. Training in relevant learning interventions and specific conditions, such as autism and ADHD	D
Skills & Knowledge	1. Ability to build relationships with children and young people	E
	2. Experience of working with young people of similar backgrounds (this may be in a paid or voluntary position)	E
	3. Working within an educational environment	D
	4. Desire to develop a career within education	E
	5. Knowledge of current issues in education	D
	6. An understanding of the role played by adults in safeguarding young people.	E
	7. Confidence, skills, and ability to lead groups of young people.	E
	8. Confidence in supporting pupils with their literacy and numeracy	E
	9. Good organisational & administrative skills	E
	10. Excellent oral and written communication skills	E
	11. Effective use of ICT to support learning	E
	12. Sensitivity to the varying needs of young people	E
	13. Able to maintain confidentiality, professionalism and integrity at all times	E
Personal Attributes	14. Commitment to the safeguarding of children and young people	E
	15. Resilience	E
	16. Flexible and adaptable	E
	17. Positive 'can do' attitude, with plenty of initiative	E
	18. Good role model	E
	19. Demonstrates promotes the school's values of Kindness, Belonging and Ambition	E

KINDNESS, BELONGING AND AMBITION

www.coombehouseschool.org.uk

