



JOB DESCRIPTION

Post Title: Higher Learning Support Assistant

Location: Farnborough Spencer Academy

Salary/Pay Range: NJC15-19

Hours of work: 37 hours per week, Term Time only

Reporting to: SENDCO

Purpose of Role

To work under the direct supervision of the SENDCo and curriculum directors to provide support for teaching and learning and associated activities in accordance with school policies and procedures and the SEN Code of Practice. This will include providing support to students within their classroom lessons and occasionally to facilitate small groups outside of the classroom. There may also be occasions when you are required to support in other curriculum areas.

Nature and Scope

Working as part of this important team you will be required to carry out the following duties. The nature of the Academy Year requires some of these tasks to be done regularly whilst others will be on an annual cycle.

The post holder will be expected to use all Trust standard computer hardware and software packages where appropriate. Specific responsibilities include:

Main Duties and Responsibilities

- Some supervisory responsibility for tasks or people, giving advice and guidance, mentoring, induction or similar level of responsibility.
- Support for the SENDCo in administration tasks relating to provision for individual students.
- To provide agreed support to the teacher/SENDCo in the delivery of planned whole class learning activities.
- To work under the direct supervision of the SENDCo/teacher to carry out planned learning activities with small groups or an individual pupil, providing feedback on their engagement in activities and their achievement of the desired learning objectives.
- Participate in the delivery of local and national initiatives.
- Participate with other team members in the development, planning, implementation and evaluation of learning programmes for individuals and groups of pupils.
- To help prepare, monitor and maintain a safe and secure learning environment in line with the teacher's lesson plans.
- To observe and feed back to the SENDCo/teacher on pupil performance and behaviour, taking action as appropriate in line with relevant school policies.

- To support the physical, intellectual, emotional and social development of pupils, including contributing ideas and suggestions to support planning, to meet their development needs.
- To interact with and respond positively to children, young people and adults.
- To develop positive relationships with colleagues, providing consistent and effective support and working constructively as a member of the school staff team.
- To support pupils to improve their numeracy and literacy skills through focussed learning activities and more generally across the curriculum.
- To prepare and utilise ICT resources to support pupils learning.
- To prepare and support the use of learning materials and create visual displays, in accordance with the requirements of the teacher, in order to facilitate a relevant physical learning environment.
- To provide toileting support to pupils as necessary.
- To support, as appropriate, in instances where pupils are unwell whilst at the school.
- To encourage participation in structured and unstructured learning activities, (timetabled and during breaks if required)
- To support students on school trips, when required.
- Maintain and develop good working relationships with parents and other adults involved with each child.

Support the teacher by

- Monitoring individual pupil's needs and reporting these to their designated supervisor as appropriate.
- Keep such records of the pupil's development as required by the school.
- Assisting teaching staff in the planning of work programmes for individuals and groups of pupils.
- Assisting the teaching staff in the smooth transition between educational phases.
- Contribute to the implementation of the Academy behaviour policy, applying it fairly and consistently within clear boundaries and reinforcing positive aspects of behaviour.
- Contribute to the preparation of classrooms and outdoor areas
- Reporting back to the teacher/SENDCo on the development, progress and attainment of pupils.
- Display work and information for children and adults.

Support the pupil by:

- Undertaking the activities with individuals and groups of students in a classroom setting to ensure their safety and facilitate their physical, emotional and educational development.
- Plan and deliver appropriate intervention on a 1:1 basis or in a small group setting as directed by the SENCO/Class teacher.
- Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
- Organising and participating in activities at breaks and lunchtimes (maximum of 2 breaks and 2 lunches per week).
- Encouraging acceptance and inclusion of the pupils with special needs.
- Promoting and reinforcing the pupils' self-esteem.
- Play an active part in managing pupils' behaviour, including monitoring and looking at active strategies to change behaviours.
- Liaise with SENCO/Classroom teacher to ensure that pupils with SEND engage with the curriculum and make good progress.
- Encourage positive behaviour and attendance through a supportive mentoring programme as directed by the SENCO.

- Provide a secure, caring and enriching environment for the children.
- Arrange for first aid to be given if required.
- Have familiarity with all relevant SEND information with the Academy.

General

- Work in a professional manner and with integrity and maintain confidentiality of records and information.
- Maintain up to date knowledge in line with national changes and legislation as appropriate to the role.
- Be aware of and comply with all Trust policies including in particular IT, Health and Safety and Safeguarding.
- Participate in the Trust Professional Performance Review process and undertake professional development as required.
- Adhere to all internal and external deadlines.
- Contribute to the overall aims and ethos of the Spencer Academies Trust and establish constructive relationships with nominated Academies and other agencies as appropriate to the role.
- Contribute and adhere to the school improvement plans, aims, policies and procedures.
- Develop effective relationships with parents and other partners by making appropriate contact and attending parents' evenings/meetings where appropriate.
- Participate fully in own performance appraisal.
- Contribute effectively to the SEND team.
- Ensure safeguarding and promote the welfare of students.
- To attend SEND parents evenings as required (as part of directed time).
- To support with first aid duties where appropriate.
- To support Academy trips and visits as a first aider and/or support pupils with SEND.

These above-mentioned duties are neither exclusive nor exhaustive, the post-holder may be required to carry out other duties as required by the Trust.

Person Specification

	Essential	Desirable
Qualifications and experience		
Good standard of education especially with regard to literacy and numeracy skills.	✓	
GCSE Maths and English grade 4 or equivalent	✓	
Previous experience in an educational environment	✓	
Knowledge and skills		
Experience of working with children	✓	
Ability to work calmly under pressure	✓	
Ability to work collaboratively with others	✓	
An empathy with and an understanding of children in the age range concerned	✓	
Personal qualities		
Ability to be Assertive when necessary	<input type="checkbox"/>	
Ability to understand and follow relevant procedures, e.g. health and safety, child protection.	<input type="checkbox"/>	
Good interpersonal communication skills.	<input type="checkbox"/>	
Willing to respond to unexpected events and cover for colleagues as	<input type="checkbox"/>	
Able to follow direction and work in collaboration with the leadership team	<input type="checkbox"/>	
Able to work flexibly, adopt a hands-on approach and respond to unplanned situations	<input type="checkbox"/>	
Commitment to the Trust's ethos, aims and whole community	<input type="checkbox"/>	

Agreed by post holder (Print name): _____

Signed: _____ **Date:** _____