

Job Description

Post Title:	Learning Support Assistant
Location:	Rushcliffe Spencer Academy
Salary/Pay Range:	NJC 10-14
Hours of work:	30 hours per week, Term Time only, MATERNITY COVER
Reporting to:	SENDco

Purpose of Role

The Learning Support Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the SENCO and Deputy SENCO. In co-operation with the SENCO and Deputy SENCO and under the agreed educational plan, the postholder will provide support to pupils with SEND.

Support the Pupil by:

- Undertaking the activities with either individuals or groups of students to ensure their safety and facilitate their physical, emotional and educational development.
- Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
- Organising and participating in activities at breaks and lunchtimes.
- Encouraging acceptance and inclusion of the students with special needs.
- Promoting and reinforcing the students' self-esteem.
- Playing an active part in managing students' behaviour, including monitoring and looking at active strategies to change behaviours

Support the Teacher by:

- Monitoring individual students' needs and reporting these to their designated supervisor as appropriate.
- Keep such records of the student's development as required by the school.
- Assisting teaching staff in the planning of work programmes for individuals and groups of students.
- Assisting the teaching staff in the smooth transition between educational phases.

General Duties:

- Develop effective relationships with parents and other partners
- Contribute effectively to the SEND team
- 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.

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

The Spencer Academies Trust is committed to safeguarding and promoting the welfare of all our students and expects all employees and volunteers to share this commitment. All posts are subject to enhanced DBS checks and completion of Level 2 safeguarding training.

Name

Signature

Date

Person Specification

Qualifications:	Essential	Desirable
Experience in working with students with special educational needs	✓	
Qualifications at GCSE level or equivalent in Maths and English	✓	
NVQ level 3	✓	
Willingness to participate in relevant training and development opportunities	✓	
Child Protection Training		✓
Qualification or Training relevant to working with children with ASD		✓
Experience & Knowledge:		
Experience working in schools with students who have specific learning and behavioural difficulties	✓	
Experience of working with students who have literacy difficulties and Dyslexia in particular spelling	✓	
Working with children in a mentoring capacity		✓
Working with children with a range of other learning needs		✓
Working with children with ASD		✓
Working with basic/primary level literacy		✓
Skills & Abilities:		
Knowledge of Child Protection	✓	
Ability to relate well to children and adults	✓	
Ability to work effectively within a team environment understanding classroom roles and responsibilities	✓	
Ability to build effective working relationships with pupils and colleagues	✓	

Ability to promote a positive ethos and role model positive attributes	✓	
Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate	✓	
Ability to adapt own approach in accordance with pupils needs	✓	
Computer literate, ability to use Word, Excel, Outlook, internet browser	✓	
Excellent communication skills	✓	
Be able to maintain confidentiality	✓	
Excellent listening skills	✓	
The ability to manage behaviour of children in a positive and supportive manner	✓	
Equal opportunities and recognising the nature of the diverse school community		✓
Understanding of basic technology- Computer, video, photocopier etc		✓
Working knowledge of relevant policies/codes of practice/legislation		✓
Experience of resource preparation to support learning programmes		✓
Excellent numeracy and literacy skills		✓
General awareness of inclusion, especially within a school setting		✓
Personal Qualities:		
Be a positive person with emotional resilience	✓	
Have a calm, warm and kind manner	✓	

Ability to empathise and relate positively and effectively to young people	✓	
Ability to work autonomously and use own initiative	✓	
Committed to supporting achievement of all pupils and respect for their social, cultural, linguistic, religious and ethnic backgrounds	✓	
Ability to build and maintain successful relationships with pupils; treat them consistently, with respect and consideration and demonstrate concerns for their development as learners	✓	
Demonstrate and promote the positive value, attitudes and behaviour they expect from pupils with whom they work	✓	
Able to improve their own practice through observations, evaluations and discussion with colleagues	✓	