

Commitment to others, Commitment to learning.

Chronicles 28:20 Be strong and courageous, and do the work.

Do not be afraid or discouraged, for God is with you.

Job Description

Job Title:	Learning Support Assistant
Date last reviewed:	May 2024
Pay Scale:	Grade 5
Working Hours	32.5 hours per week, term-time working plus 5 INSET days
Location:	The Oxford Academy
Line Manager:	Lead Learning Support Assistant under the direction of the SENDCo
Additional information:	The successful candidate will be engaging in regulated activity, working on a regular basis in a location where the work gives an opportunity for contact with children. An Enhanced DBS will be required.

Job Purpose: The Learning Support Assistant will be a member of a multidisciplinary team, under the leadership of the Special Educational Needs Coordinator (SENCO) and will be line managed by a Lead Learning Support Assistant.

Key Responsibilities:

- Working with individuals or groups of children to support their learning in all curriculum areas under the direction of the SENCO, the Lead Learning Support Assistant and, where appropriate, the class teacher;
- The post holder will work as part of the Inclusion Team and will provide support to students in intervention sessions and to teachers and students in lessons as appropriate.
- Monitoring individual children's needs and reporting this to your line manager via regular weekly meetings;
- Clarifying and confirming with the SENCO and Lead Learning Support Assistant the desired learning outcomes and individual targets for students and your role in their achievement;
- Preparing student activities through joint planning with the SENCO, Lead Learning Support Assistant and other Learning Support Assistants and organising the provision of support for identified SEN students;
- Helping identified students to develop their literacy and numeracy skills, and thus to improve their attainment across the curriculum;
- Providing feedback to the Lead Learning Support Assistant on the effectiveness of the interventions including progress made by identified students with related targets;
- Assisting in the planning of interventions and work programmes for identified individuals and groups of children;
- Keeping accurate records of pupil progress and achievement in interventions;
- Providing information for pupil meetings such as EHCP reviews and Learning Plan meetings and attending meetings as required;
- Scribing for students with special education needs or providing other support as needed during exams;

- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime;
- Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher;
- Undertake any other duties that can be accommodated within the grading level and nature of the post.

General Duties:

- To be familiar with and adhere to all Trust and School Policies;
- To fulfil your duties and responsibilities regarding safeguarding pupils and health and safety in the workplace;
- To support the aims and ethos of the school and promote good relationships with students, colleagues and parents;
- To set a good example in terms of dress, punctuality and attendance;
- To participate in the School's arrangements for appraisal, professional development and other mandatory training;
- To undertake other such duties as may be reasonably required by the line manager which are in line with the grading of the post.

This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Academy need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.

The Oxford Academy and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

Person Specification

	Essential	Desirable
Qualification	English & Maths to GCSE C grade or equivalent	First aid at work qualification
Experience	<ul style="list-style-type: none"> Working in a school Working 1:1 with students with additional educational needs, to help them to achieve to the best of their ability 	Experience of working in a secondary school
Skills	<ul style="list-style-type: none"> Excellent organisational and time management Excellent interpersonal and communication Excellent numeracy and literacy Ability to carry out tasks without close supervision IT literate – Microsoft office 	
Knowledge	<ul style="list-style-type: none"> Discretion in the handling of potentially sensitive and confidential information A commitment to providing a high standard of support Enjoy working with students and other adults and have an enthusiastic passion for seeing students achieve and develop as young people 	
Personal attributes	<ul style="list-style-type: none"> Flexible approach to working; reliable and punctual Have a polite, friendly and flexible approach to work Willingness to display flexibility in working hours to best support the needs of the organisation Commitment to the safeguarding of children and young people Enjoy working with young people and have the ability to inspire students To have a good sense of humour To keep calm and professional at all times 	