

Learning Support Assistant for Alternative Provision Unit

Job Description

Report to: Head of Alternative Provision

Hours: 8.30am – 3.30pm (Monday to Friday)

Purpose of the Job:

To engage with disaffected students who require assistance in overcoming barriers to learning related to behaviour and attendance issues. This role involves liaising with all stakeholders while maintaining confidentiality at all times.

Key Responsibilities:

- To plan and lead small group lessons and interventions, and support other staff during lessons, workshops and interventions.
- Accompany staff and students on offsite provisions, educational visits, and reward trips.
- Work one-on-one with referred students, including FAP students and those at risk of exclusion.
- Assist disaffected Year 11 students in preparation for their GCSEs, helping them remain part of the school community.
- Support students facing health, social, emotional, and behavioural difficulties, ensuring participation in school and at home to achieve their full potential.
- Promote good attendance to enable effective learning.
- Raise self-esteem and encourage positive behaviour.
- Identify and report safeguarding concerns, ensuring appropriate action is taken.
- Foster the inclusion and acceptance of all students.
- Establish constructive relationships with students, adapting interactions to individual needs.
- Create and maintain a structured, purposeful, and supportive environment.
- Comply with policies related to child protection, safeguarding, health and safety, confidentiality, and data protection, reporting concerns to the appropriate person.
- Monitor and record students' progress and achievements.
- Demonstrate passion for making a difference to vulnerable students.
- Be a reliable team member, flexible in the role due to the nature of the Alternative Provision Unit.
- Support the aims and ethos of the Alternative Provision Unit.
- Perform additional duties as necessary to assist in the day-to-day operations of the department or school.
- Be aware of the school's safeguarding procedures and the identity of the Designated Safeguarding Lead (DSL).
- Observe Health & Safety at Work legislation in all duties.
- Be mindful of the school's Equal Opportunities policy in interactions with the school community.

Commitment to Safeguarding:

PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offer of employment is subject upon the Academy Trust receiving an Enhanced Disclosure and Barring Service Certificate (DBS), which the Academy considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

All shortlisted candidates will be subject to a social media check in line with the new Keeping Children Safe in Education (KCSIE) 2022 legislation

Person Specification
Learning Support Assistant – Alternative Provision Unit

Qualifications and knowledge	Essential	Desirable	
Good standard of education – including GCSEs in English and Maths at grade C/4 or above.	✓		Application Form
Educated to degree level or equivalent		✓	Application Form
Level 3 or higher qualifications.		✓	Application Form
To be well organised and possess strong time management skills	✓		Interview
Understanding of a secondary school environment	✓		Interview
Skills	Essential	Desirable	
Ability to work with a range of people with the aim of ensuring the safety and welfare of children	Yes		Application Form/ Interview
Effective use of IT	Yes		Application Form
The ability to deal positively with children and parents	Yes		Application Form/ Interview
Experience	Essential	Desirable	
Previous experience of working with children		Yes	Application Form
Previous experience of working in a school		Yes	Application Form
Personal Qualities	Essential	Desirable	
Committed to safeguarding and promoting the welfare of children and young people.	Yes		Interview
Commitment to the importance of education for all children.	Yes		Interview
Dedication and commitment to the role and the School.	Yes		Interview
Personal presence, confidence, patience, sensitivity and maturity of approach.	Yes		Interview
The ability to work with staff at all levels and have good communication skills	Yes		Interview
Understand the need for confidentiality when dealing with sensitive information	Yes		Interview
Understand the needs of those pupils who have learning difficulties	Yes		Interview
Good behaviour management skills	Yes		Interview
To be able to work as a member of a team	Yes		Application Form/ Interview