



**SOUTH WEST ESSEX**  
COMMUNITY EDUCATION TRUST

## Job Description

Learning Support Assistant -  
Specialist





**JOB TITLE:** Learning Support Assistant - Specialist

**REPORTS TO:** Headteacher; Assistant Headteacher; SENDCo; Class Teacher

**GRADE / RANGE:** Thurrock Grade C / Havering Scale 4

### **JOB PURPOSE**

Supporting students to ensure that vulnerable children are not disadvantaged and achieve well at secondary school.

To provide early intervention to overcome barriers to learning and participation in order to improve future outcomes.

### **KEY CORPORATE ACCOUNTABILITIES**

- Commitment to the Trust and school's vision and values;
- To maintain awareness of and commitment to the Trust's Equality, Diversity & Inclusion in Employment Policy in relation to both, employment and service delivery and to observe of conduct which prevents discrimination taking place;
- To comply with all Trust policies and procedures including the Code of Conduct, Safeguarding Policy and E-Safety Policy;
- Undertake safeguarding training at least annually, with further updates as required;
- To fully comply with the Health and Safety at Work Act 1974, the Trust's Health and Safety Policy and all locally agreed safe methods of work;
- To work with colleagues to achieve service plan objectives and targets;
- To participate in the Performance Management Procedure and contribute to the identification of team development needs; and
- At the discretion of the Headteacher, such other activities as may from time-to-time be agreed and are consistent with the nature of the job description herein.

### **PRINCIPAL ACCOUNTABILITIES**

#### **1. Student Support and Engagement**

- Provide appropriate levels of individual attention, reassurance, and help for specified students, supporting their access to the curriculum, learning in specified lessons, and their progress towards individual targets.
- Lead small groups to develop student social skills, anger management, sports skills, or lead small intervention groups within a designated core subject.
- Provide information, advice, and direction to students about their engagement within the agreed framework of school policies on behaviour.
- Provide praise and encouragement to students to recognise and promote positive behaviour in accordance with the school's reward system and behaviour policies.
- Provide a safe space for vulnerable students to access during lunch breaks.
- Assist with students in the "exclusion room" to engage in restorative conversations around behaviour choices.



## **2. Collaboration with Colleagues and External Agencies**

- Work alongside colleagues to ensure that teachers are aware of the specific learning needs and targets of identified students.
- Liaise with outside agencies and parents concerning appropriate provision and intervention.
- Arrange for outside agencies to work with small groups of students and monitor their progress.
- Work alongside colleagues to identify and support families in need, including Attendance Officers, Year Leaders, Safeguarding Officers, and Assistant Headteachers for KS3 & KS4.

## **3. Behavioural Monitoring and Intervention**

- Where necessary, correct student engagement, supporting the teacher in maintaining order both in the classroom and in the school environment.
- Report uncharacteristic student behaviour patterns and Child Protection concerns about an individual student, and incidents of inappropriate behaviour to the class teacher, SENDCo, or named Child Protection Officer within the school.
- Assist in the administration of appropriate assessments as directed by the line manager or senior staff.

## **4. Parental and Family Engagement**

- Actively encourage the development of positive relationships and promote confidence in the care and education of their children during contact and communications with parents, passing on any information given by parents to the appropriate staff member within the school.
- Make home visits under the direction of the school's senior staff.
- Offer direct work to children as directed to help them succeed.

## **5. Record Keeping and Reporting**

- Support the maintenance of student records by providing appropriate information to key staff and recording, in accordance with school and faculty policy, the work of students.
- Provide information to support student progress, including information for student records, reports, Individual Education Plans and annual reviews.
- Keep records and appropriate documentation pertaining to any contact and to work with children, young people and families.
- Work with the line manager to ensure recorded data demonstrates the impact and outcomes of the work undertaken, including case studies and evaluation documents.

## **6. Professional Development and Compliance**

- Participate in self-development, attend training and groups relevant to the role to keep up to date with current initiatives, best practice guidance, and approaches, including maintaining Level 3 Child Safeguarding training and knowledge of Child Protection, Equal Opportunities, and Health and Safety.



- Attend internal meetings, including those recognised as directed time in the school calendar.

### **7. Additional Responsibilities**

- Agree on appropriate learning support strategies with the teacher and obtain the resources needed to implement these strategies.
- Administering care needs of students including personal and intimate care.
- Undertake any other duties that may be required from time to time, ensuring that these do not substantially change the general character of the post.

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time-to-time. Any such duties should not, however, substantially change the general character of the post.

***This organisation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

I confirm that I have read and understood, and that I accept, the above job description:

Signature: ..... Date: ..... Name in full .....

**Learning Support Assistant - Specialist      Person Specification**

<b>Qualifications &amp; Experience</b>	<ul style="list-style-type: none"> <li>• GCSE or equivalent level, including at least a Grade C in English and Maths.</li> <li>• Evidence of further additional training or experience.</li> <li>• Developed an understanding of working with 11-16 year olds.</li> <li>• Understanding of how to support the wellbeing of students.</li> <li>• Understanding of how to work with teachers, support staff, parents and other agencies in order to support students to achieve beyond their potential.</li> <li>• Understand the ethos of the school and the importance of community within it.</li> </ul>
<b>Communication</b>	<ul style="list-style-type: none"> <li>• Strong listening skills and proven ability to deal with sensitive situations with integrity.</li> <li>• Proven ability to communicate effectively with adults and children, including through written and verbal communication.</li> <li>• Proven ability to create good relationships with pupils, staff and parents.</li> </ul>
<b>Working with children</b>	<ul style="list-style-type: none"> <li>• Proven ability to tailor interventions to individual pupils.</li> <li>• A well-developed understanding of strategies to manage and support young people with challenging behaviour in a school environment.</li> <li>• Ability to relate to young people and act as a positive role model.</li> <li>• Well-developed sense of empathy.</li> </ul>
<b>Working with others</b>	<ul style="list-style-type: none"> <li>• Ability to work collaboratively.</li> <li>• Ability to work with teachers, support staff, parents and other agencies.</li> <li>• Willingness to provide the best possible opportunities for all pupils.</li> <li>• Commitment to upholding and promoting the ethos and values of the school.</li> </ul>
<b>Skills, Abilities and Knowledge</b>	<ul style="list-style-type: none"> <li>• Excellent understanding of safeguarding policies and procedures and their role in child protection.</li> <li>• Proven ability to be flexible to changing workload demands and new challenges.</li> <li>• Ability to use IT systems and to conduct analysis and produce reports.</li> <li>• Organised, proactive and self-motivated.</li> <li>• Good time management skills.</li> <li>• Ability to work well under pressure and prioritise effectively.</li> <li>• Commitment to maintaining confidentiality at all times.</li> <li>• Commitment to safeguarding, equality, diversity and inclusion.</li> </ul>
<b>General</b>	<ul style="list-style-type: none"> <li>• Commitment to upholding and promoting the ethos and values of the school.</li> <li>• Demonstrate enthusiasm for learning and improving skills, and model this to all pupils.</li> <li>• Commitment to safeguarding, equality, diversity and inclusion.</li> </ul>