

Learning Support Assistant

We know from experience that things change throughout the lifetime of a role and so this JD isn't a list of everything you will do – this gives our people the chance to play to their strengths.

How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart in to their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

About the role...

Main purpose of the role:

The postholder is required to support and encourage the School's ethos and its objectives, policies and procedures.

Key accountabilities:

- To implement the aims and ethos of the school
- To support actively the implementation of the School Development Plan
- To ensure that all staff work towards high standards of teaching and learning
- To actively maintain order and discipline in the school as well as to reward good conduct
- To ensure the implementation of all school policies
- To maintain practices that ensure the highest standards of pastoral care
- To attend meetings as and when required, according to level of responsibility
- To ensure that the school is represented at any pertinent out of school meetings
- To maintain an attractive environment in the classroom and the school in general
- To undertake all duties to the standards set by the whole school community
- To welcome visitors to the school
- To liaise with parents and other stakeholders as appropriate
- To represent the school at all times with appropriate professional characteristics to enhance the school's reputation in the community
- To ensure own professional development and attend in-service training courses as appropriate
- To suggest changes to the work of the school to enhance teaching, learning and assessment
- To implement the most recent conditions of service set by the Department for Children, Families and Schools
- To ensure 'Safe Working with Children' as described in the school's guidance documentation
- To undertake such activities as can be reasonably expected by the Headteacher
- Uphold the school's policy in child protection.

Specific:

- Develop an understanding of the specific needs of the pupils to be supported taking into account the type of support involved.
- Liaise with the class teacher, SENCO, other professionals about multi element plans (M.E.P.s).
- Assist teaching staff (and other professionals as appropriate) with the planning, leading and evaluation of activities with individual students on a 1:2/1:3 ratio to facilitate their physical, emotional and educational development whilst encouraging independence, motivation and developing self-esteem.
- In conjunction with the class teacher (and other professionals as appropriate), develop a system of recording pupil(s)' progress and achievement. Contribute to the review of pupils' progress either verbally, in writing or through attendance at review meetings, as appropriate.
- Carry out administrative tasks associated with the above duties as directed by the teacher, i.e. photocopying, writing short reports concerning individual pupils.
- Assist in escorting pupils on educational visits and participate in extra curriculum activities as required.
- Attend to the personal and physical needs of students including changing and health and hygiene matters.
- Support outcomes for disadvantaged pupils in relation to achievement and engagement by supporting attendance and intervention programmes which ensure every effort is made to ensure they attend both in school time and after school activities.
- Understand and implement the school's Positive Discipline Policy.
- Support teaching staff in the development of home/ school links, undertake home visits, encouraged pupils and parents/ carers to attend Parents Evenings with a focus on disadvantaged students.
- Assist in the school's alternative provision (for example accompany students to College) to support targeted pupils, especially disadvantaged students.
- Assist in the smooth transition of pupils between educational phases.
- Provide first aid cover when required including administering personal care and assisting in the dispensation or administration of medically prescribed controlled drugs (as per appropriate school procedures).
- Assist with lunch and break time supervision of pupils as required.
- Attend staff meetings, teacher training days, and relevant training courses as appropriate.
- Provide information in connection with the performance appraisal of other LSAs, including the identification and delivery of training needs.
- Supervise and support student use of the library.
- Supervise homework clubs and out of hour learning opportunities.

As a member of staff of The Trust

- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Take responsibility for the reputational management of all sites across the Trust
- Contribute to systems of evaluation and performance of the organisation positively

About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

Qualifications and Training

Essential

- A good level of education (GCSE at grade C or equivalent in English and Maths)
- To be First Aid trained or a willingness to become first aid trained
- Desire to enhance and develop skills and knowledge through CPD

Desirable

- Experience in an educational setting, working with students with special educational needs/disabilities
- A specific qualification in SEN
- An experience of working with students with dyslexia/BESD/SLCN/ODD/EAL

Experience, Knowledge and Skills

Essential

- A range of practical skills and knowledge which support the learning of students with special educational needs and/or students who are disadvantaged.
- Excellent interpersonal and communication skills
- The ability to liaise effectively with colleagues, including acting upon information and sharing information with staff
- A calmness when faced with confrontational, defiant or obstructive pupils and/or situations
- Ability to build and form good relationships with students, parents/carers and colleagues
- Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals
- Ability to work constructively as part of a team, understanding school roles and responsibilities including own
- Good standard of numeracy and literacy skills
- Ability to use basic ICT packages and equipment effectively
- Working knowledge of behaviour management strategies
- Working knowledge of national curriculum and other basic learning programmes / strategies
- Able to appropriately deal with confidential information / situations
- Initiative and ability to prioritise one's own work and meet deadlines
- Commitment to the highest standards of child protection
- Recognition of the importance of personal responsibility for Health & Safety
- Commitment to the school's ethos, aims and its whole community
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Desirable

- Analyse and interpret data to summarise the progress of students
- Full clean driving licence

Values and Personal Competencies

- Committed to the values and vision of the Trust.
- Team focused with the ability to work independently and take initiative.
- Committed to equality, diversity and inclusion.
- Strong morals, ethics and sound judgement.
- A role model of the Trust's Values.