



JOB DESCRIPTION



SCHOOL:	Stoke High School – Ormiston Academy
TITLE:	Learning Support Assistant
SALARY:	£24,027 - £24,790 FTE per annum
HOURS:	30.25 hours per week, 39 weeks per annum (pro rata)
RESPONSIBLE TO:	SENDCo

Vision and Purpose

Stoke High School – Ormiston Academy caters for students of all academic abilities and recognises each individual's strengths and weaknesses. Specialist support is provided for students with a Statement of Special Educational Needs, with Specific Learning Difficulties and those with sensory impairments and/or physical disabilities. The staff of the Learning Support Department offer support either in mainstream classes or by withdrawal of students to the Special Educational Needs suite.

The teacher plans lessons and directs learning. Learning Support Assistants provide support to the teacher and through this to students and to the teaching of the curriculum. Learning Support Assistants work under the direction of the teacher, whether with the whole class, a small group, or an individual student

Level Description

Support for students

- Work with students, either one-to-one or in small groups, some of whom may have Special Educational Needs, as directed by the class teacher.
- Undertake a range of more specialised tasks to support learning e.g. supporting literacy and numeracy work, listening to reading etc.
- As appropriate, look after sick/upset students and attend to physical needs.
- Refer first aid to office.
- Work to a person-centred approach to support inclusivity and independence.
- Clearly communicate instructions.

Support for the teacher

- Provide support for the teacher during lessons, e.g. through directed work on the Literacy or Numeracy strategy and other curriculum areas, or supervising small groups of students whilst the teacher is carrying out assessments.

- Maintain records of student needs and progress as directed.
- Help to maintain a positive and pleasant working environment.
- Assist teaching staff to ensure that the aims and objectives of the school are achieved.
- Assist with resources for students.

Support for the curriculum

- Undertake tasks to support the curriculum and assist with events organised as part of the curriculum.
- Support implementation of Government initiatives under the direction of the teacher.

Support for school

- Attend and contribute to appropriate review meetings, if required by the Principal / SENDCo.

Key Responsibilities and Tasks

- Adhere to academy health and safety policy including risk assessment and safety systems.
- Adhere to academy policy on equality and diversity.
- Contribute to the overall ethos/work/aims of the Academy.
- Establish constructive relationships and communicate with other agencies/professionals.
- Attend and participate in regular meetings and other academy events as required.
- Participate in training and other learning activities and performance development as required.
- Undertake similar clerical duties commensurate with the level of the post as required by the SENDCo.

Support to Academy

- To maintain confidentiality at all times in respect of Academy related matters and to prevent disclosure of confidential or sensitive information.
- Complete duties/invigilation as requested.
- As directed by the line manager the post holder may also be required to undertake other duties commensurate with the grade in relation to a post of this nature.

Flexibility Clause

To undertake such duties and work hours as agreed with the Principal and carry out duties as may be required from time to time as detailed by the Principal.

Variation Clause

This is a description of the job as it is constituted at the date shown. It is the practice of this Academy to periodically examine job descriptions, update them and ensure that they relate to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the appropriate manager in consultation with the post holder.

In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible, the Principal reserves the right to make changes to your job description following consultation.

Person Specification

The person specification is related to the requirements of the post as determined by the job description. Shortlisting is carried out on the basis of how well you meet the requirements of the person specification. You should refer to these requirements when completing your application.

You should be able to demonstrate that you meet the following criteria:

Education	Required
Degree	Desirable
Grade 4/C or above GCSE Maths and English Language or equivalent	Essential
Work experience and Knowledge	
Experience of working in a school environment	Desirable
Experience of working with pupils with additional needs	Desirable
First Aid knowledge	Desirable
Good organisational skills	Essential
Ability to promote and support inclusion	Essential
Ability to provide feedback	Essential
IT Literacy	Essential
Ability to understand and follow policies and procedures	Essential
Knowledge of school information management systems	Desirable
Personal / Interpersonal Skills, Aptitudes	
Excellent communication skills	Essential
Self-motivation with a positive outlook	Essential
The ability to relate well to children and adults	Essential
Ability to remain calm under pressure	Essential
A willingness to work flexibly and adapt to change	Essential
Commitment to team working	Essential
A willingness to undertake further training as required	Essential
Good problem solving / negotiating skills along with the ability to resolve issues or escalate as necessary.	Essential
Ability to ensure professionalism and confidentiality at all times.	Essential

Employee Name:	
Employee Signature:	Date:
Principal Signature:	Date: