



THE NORTON
KNATCHBULL
SCHOOL

JOB DESCRIPTION

**LEARNING SUPPORT ASSISTANT
(TA Level 3 Apprenticeship)**

Job Title: Learning Support Assistant

(TA Level 3 Apprenticeship)

Training/Qualifications: Level 3 Teaching Assistant

Salary: Apprenticeship salary

Contractual Hours: 35 hours per week - term time only plus 2 September INSET days (38 weeks)

PURPOSE OF JOB:

- To contribute to raising standards of student attainment, achievement and personal development by providing effective learning support to students with Additional Educational Needs;
- To enhance the productive partnerships between teachers, students and the Additional Education Needs department;
- To provide administrative support to the Inclusion Manager.

PERSON SPECIFICATION:

- Dynamic, professional, positive and resilient.
- High expectations of both colleagues and students.
- Capacity and motivation for sustained hard work.
- Strong organisational, interpersonal skills and communication.
- Self-motivated and can act independently on own initiative.
- Passionate commitment to equality of opportunity for all students.
- Works with professionalism and consistently performs to the best of their ability as directed.
- Has a firm commitment to Continued Professional Development.
- Understanding of and commitment to safeguarding all students.
- Has a desire for pursuing a career in education seeking to support pupils in a range of subjects,.

You will have:

- A minimum of 5 GCSEs Grade 4-9 (A* - C) or equivalent including Maths and English
- Basic and practical knowledge and experience of Microsoft and Google applications, or equivalent, and email/internet.

DIMENSIONS:

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The post holder may be required to deal with a range of stakeholders both internal and external and carry out any duties as required by the Head teacher and Governing Body.

PRINCIPAL ACCOUNTABILITIES:

- Provide support for students in lessons so that they can access learning activities;
- Keep detailed records of learning / observations and provide students and teachers with feedback to inform of subsequent provision;
- Build a clear understanding of students learning with reference to the relevant National Curriculum and school assessment documents;
- Organise and deliver small group interventions;
- Provide effective support for colleagues;
- Work in close partnership with teachers / parents / carers to improve student outcomes;
- Keep abreast of current developments in Additional Educational Needs;
- Contribute to the management of pupil behaviour;
- Contribute to the safeguarding, health and wellbeing of pupils;
- Provide administrative and organisational support for the Inclusion Manager.
- Consider the information that is shared with other stakeholders, ensuring that where necessary and appropriate, confidentiality is maintained.

SCOPE FOR IMPACT:

- Students with Additional Educational Needs should be able to reach their potential, as indicated by their target grade, in line with other students. This role is to provide the support and encouragement to those students in order to enable this to happen.

JOB CONTEXT:**Supervise**

- Additional Educational Needs students and other vulnerable students in the AEN area or in classes

Provide Services

- Support specific students in a range of educational contexts in and out of school, including working with external agencies

SAFEGUARDING:

The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

CONFIDENTIALITY

All employees must maintain strict confidentiality regarding sensitive and confidential student and staff information.

HEALTH AND SAFETY

All employees must take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health & Safety Policy. Health & Safety training to be provided.

Agreed By: _____
Job Title

Date: _____

Agreed By: _____
Headteacher

Date: _____