



# CROFTON ACADEMY JOB DESCRIPTION

**Job Title: Learning Support Assistant**

**Grade: Grade 4**

**Reporting to: SENCO/Assistant SENCO**

**Location: Crofton Academy**

## **Key Outcomes/Activities:**

### **Job Purpose**

To attend to pupils personal needs and to provide general support to pupils in order to support teaching and learning in the classroom and across the academy, under the direction and supervision of a teacher or line manager to support pupil's learning.

This role may also include providing personal care to identified students and, for those with mobility issues, to assist them in moving around the academy.

### **Key Outcomes/ Activities**

- Work collaboratively with teaching staff and other support staff to enhance the development and education of students.
- To assist with the supervision of pupils ensuring their safety and access to learning.
- Support the needs of individual students, or a small group of students as directed by teaching staff/SENCO.
- Monitor the behaviour of students whilst they are undertaking their work to ensure a constructive environment and pre-empt/deal with situations arising in accordance with academy policies and procedures.
- To report any pupil problems or behavioural difficulties where necessary, in accordance with school policy.
- To report to the teacher or line manager on pupil progress and achievements in accordance with school policy.
- To assist the teacher or line manager by contributing as directed to a pupil's behaviour/education plan.
- To provide or gather routine information to or from parents/carers under the direction of the teacher or line manager.
- To maintain regular reports on pupils' progress within SEN parameters.
- Assist in the preparation of annual reviews. Attend and contribute to meetings as required.
- To provide general support with learning activities (e.g. literacy, numeracy, KS3, KS4) to enable pupils to understand instructions and to ensure they remain on task.
- To provide emotional support for distressed pupils.

- To undertake routine clerical duties including typing, photocopying and preparation of documents as required.
- To assist, where appropriate, in preparation of classroom resources, differentiating work, and planning learning activities.
- To establish effective communications with parents/carers and to participate in meetings providing feedback as directed by the Headteacher or line manager.
- To assist pupils in using resources, e.g. ICT.
- To provide detailed feedback and reports to the teacher or line manager on pupil progress and achievement.
- To assist with the supervision of pupils outside of lesson times, including before and after school and at lunchtimes.
- To administer a range of special arrangements in KS3 and KS4 exams and assessments for designated SEN pupils.
- To participate in school visits, assisting with activities as required.
- To attend and contribute to team meetings and staff training.
- To assist with the personal needs of SEN pupils including social, health, physical, hygiene, first aid and welfare matters.
- Assist pupils with mobility issues in safe movement around school where necessary.
- To plan and deliver 1:1 and small group intervention at the discretion of the line manager.

### **Pupil Development**

To support pupils in improvement and maintenance of:

- Confidence
- Motivation and effort
- Independence
- Satisfactory Behaviour

### **Pupil Support**

- Provide pastoral support to pupils
- Attend to pupils' personal needs and assist in their social, health & hygiene development.
- Participate in assessment of pupils to determine those in need of particular help.
- Support provision for pupils with special needs.
- Establish productive working relationships with pupils, acting as a role model.

### **Support for Teachers**

- Support pupils' access to learning using appropriate strategies, resources etc.
- Be responsible for keeping and updating records as agreed with other staff, contributing to reviews as requested.

### **Support for the Curriculum**

- Be aware of and appreciate a range of activities, courses, organisations and individuals to provide support for pupils to broaden and enrich their learning.
- Determine the need for preparation of plans and resources to support pupils.

### **Administration**

- To assist in the updating of computerised pupil info systems.
- General clerical duties including typing, photocopying as required.
- To assist in other duties in support of activities in school.

### **Relationship with Parents/Carers, Colleagues and the Wider Community**

- To maintain positive relationships with parents and carers, contacting parents/carers as deemed necessary.
- Establish constructive relationships with colleagues and community and communicate with other agencies/professionals to support achievement and progress of pupils.

### **Manage Own Performance and Development**

- To take responsibility for your own development, keeping up-to-date with Child Protection and Safeguarding awareness.
- To set a good example to students in terms of presentation and personal conduct.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- To engage actively in the policy review process.
- Work on own initiative in resolving conflict and implementing necessary actions.

### **General Academy Responsibilities**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person.
- Be aware of and support difference and ensure pupils have the opportunity to learn and develop.
- Invigilation of pupil examinations under the direction of the Examinations Officer and Senior Staff where necessary.
- Participate in team/departmental meetings where required.
- Participate in training and other learning activities as required.
- Supervise pupils on visits, trips and out of school activities as required.
- Contribute to and uphold the vision and ethos of Crofton Academy.
- Promote team work within the team, working in partnership to ensure effective working relations.
- Treat all users of the Academy with courtesy and consideration.
- Be aware and comply with all Academy Policies at all times.
- Any other duties commensurate with the grade of this post as directed by the Academy.

The duties and responsibilities highlighted in this job specification are indicative and may vary over time. Postholders are expected to undertake other duties and responsibilities relevant to the nature, level and scope of the post and the grade has been established on this basis.

<b>REQUIREMENTS OF THIS POST</b>		
	<b>ESSENTIAL</b>	<b>DESIRABLE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>▪ 5 (A-C) GCSE's or equivalent, but which must include English and Maths.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Child Protection Training</li> <li>▪ NVQ Level 3/A-Levels or Equivalent.</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>▪ Experience of working with pupils/young adults.</li> <li>▪ Ability to relate to young people, their parents/carers, and co-workers.</li> <li>▪ Proven experience of working with confidential data and understanding of Data Protection.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Experience of working with Secondary school age pupils in challenging situations.</li> </ul>
<b>Knowledge and Statutory Requirements</b>	<ul style="list-style-type: none"> <li>▪ Knowledge and commitment to safeguarding and promoting the general health, safety and welfare of young people.</li> <li>▪ Excellent Literacy and Numeracy skills.</li> <li>▪ Understanding of child development and learning.</li> <li>▪ Up-to-date knowledge/understanding of safeguarding and child protection practices issues.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Behaviour Management Skills</li> <li>▪ Knowledge of First Aid.</li> <li>▪ Understanding of the national learning curriculum and learning strategies and programmes.</li> <li>▪ Understanding of the different roles within an educational setting and the responsibilities of each of these.</li> </ul>
<b>Personal Qualities:</b>	<ul style="list-style-type: none"> <li>▪ Passionate about learning and people.</li> <li>▪ Ability to deal with sensitive issues and remain calm and confidential.</li> <li>▪ Flexibility, patience and resilience.</li> <li>▪ Ability to manage own time, prioritise work, and use initiative.</li> <li>▪ An effective communicator to both pupils and parents/carers.</li> <li>▪ Ability to use IT systems and data effectively to track student progress and behaviour.</li> </ul>	<ul style="list-style-type: none"> <li>▪ Willingness to assist at / or attend extracurricular activities.</li> </ul>

**Responsibilities for Resources:**

**Financial Responsibilities:** No responsibility for managing financial resources and budget requirements.

**Physical Resources:** The job involves some responsibility for physical resources such as learning materials and resources.

**Responsibility for Policy Development:** The jobholder has no direct responsibility for policy development and review.

**Responsibility for Student Outcomes:** The jobholder may support students on a daily basis in enabling their achievements within the Academy.

**Working Conditions:** The jobholder will work across all departments within the Academy. The post holder

May be asked to be flexible in approach towards students' needs and where appropriate:

- To assist with personal and intimate care needs of pupils with physical needs as appropriate e.g. toileting, with full training given.
- To work with outside agencies e.g. physiotherapists, occupational therapists, wheelchair services etc.
- To attend meetings as required by the Headteacher/Line Manager.
- Manual handling to include: participation in moving and handling training.

Employees are encouraged to participate in training activities in order to enhance their own personal development.

**Main Contacts:** SENCO, Assistant SENCO, Pupils, Teachers, Senior Leadership Team, Parents/Carers.

**Characteristics of the post:**

The employment checks required of this post are:

- Evidence of entitlement to work in the UK
- Evidence of essential qualifications
- Two satisfactory references
- Evidence of a satisfactory safeguarding check e.g. an Enhanced DBS Disclosure
- Confirmation of medical fitness for employment as required
- Registration with appropriate bodies (where applicable)

**Date Completed:** March 2019

**Signature of Postholder:** .....

**Date:** .....

**This is a description of the job as it exists at present; All Academy Job Specifications are reviewed and are liable to variation in consultation with the post-holder in order to reflect future developments, roles and organisational change.**