## JOB DESCRIPTION

**JOB TITLE:** Learning Support Assistant

**REPORTS TO:** Assistant Principal

**SUPERVISES:** N/A

**GRADE:** Band 4

**LOCATION:** Dove House School Academy

**JOB PURPOSE**

To provide learning and care support for students with special educational needs (SEN). This will involve working with the class teacher to plan and deliver activities and supporting students with routines, transitions, and behaviour management.

This will be achieved by a varied support pattern including 1:1 support, small group support, whole class support and further intervention support.

**KEY ACCOUNTABILITIES**

* To actively promote the Trust’s Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.
* To actively promote all aspects of Safeguarding including Child Protection, Child Welfare and Health & Safety.
* To maintain awareness of, and commitment to, the Trust’s Equal Opportunity Policies in relation to both employment and service delivery.
* To fully comply with the Health and Safety at Work Act 1974 etc., the Trust’s Health and Safety policy and all locally agreed safe methods of work.
* To promote and display the Solent Academies Trust Vision, Mission, and Values and at all times.
* At the discretion of the Principal, such other activities as may from time to time be agreed, consistent with the nature of the job described above.
* To work closely with colleagues to achieve service plan objectives and targets.
* To participate in Employee Development schemes and Performance Management. Contribute to the identification of own team development needs.

**PRINCIPLE RESPONSIBILITIES/DUTIES**

* To establish a positive working relationship with students, promoting high self-esteem and independence.
* Adapt communication styles to respond to students according to their individual needs.
* Support students with their social, emotional, and mental health needs, escalating concerns where appropriate using the schools reporting system (CPOMS)
* Promote high standards of behaviour, responding to incidents in line with the school’s behaviour policy and guidelines in physical intervention
* Assist with the ongoing development and delivery of Educational Health Care Plans (EHCP)
* Contribute to the planning and setting of objectives
* Assist in producing resources for planned lessons
* Deliver activities to a small class, group of students or one to one with a student, confidently
* Through observations, provide regular feedback to class teachers/tutors on pupil progress, attainment, and barriers to learning
* Monitor, record and report on progress and attainment
* Assist and work with the class teacher in testing/assessments
* Supervise a class if the teacher is temporarily unavailable
* Provide feedback to students without reference to the class teacher
* Contribute to the overall ethos, aims and work of the school
* Communicate effectively with parents/carers under the direction of the class teachers
* Share knowledge and understanding of pupils with other school staff and educational
* professionals, so that informed decision making can take place
* Contribute to meetings with parents/carers by providing feedback on pupil progress, attainments and barriers to learning as directed by class teachers
* Undertake social time supervision as directed by Senior Leaders
* Communicate effectively with parents/carers under the direction of the class teachers
* Share knowledge and understanding of pupils with other school staff and educational professionals, so that informed decision making can take place
* Contribute to meetings with parents/carers by providing feedback on pupil progress, attainments, and barriers to learning as directed by class teachers
* Undertake social time supervision as directed by Senior Leaders
* Collaborate and work with colleagues and other relevant professionals within and beyond the school
* Develop effective professional relationships with colleagues
* Ensure knowledge and understanding is relevant and up to date by reflecting on own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
* Seek opportunities to build the appropriate skills qualifications and/or experience needed for the role, with support from the school
* Ensure all statutory training is completed as required
* Take part in the school performance management procedures

**ADDITIONAL RESPONSIBILITIES & REQUIREMENTS**

* Be involved in extra-curricular activities, (e.g., clubs, activities week, open days, presentation evenings).
* Attend staff and group meetings and training sessions as required.
* At the discretion of the CEO and the Principal other activities as may from time to time be agreed as consistent with the nature of the job role described above.
* Dove House Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Disclosure and Barring Service (DBS).
* This list is not exhaustive and other duties may be required as part of the role, commensurate with grading of the post.

This job description may be amended at any time in consultation with the postholder.

Signed Employee……………………………………………………….Date……………………….

Signed Manager…………………………………………………………Date………………………

# Person Specification for post of: Learning Support Assistant

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| **Personal Qualities** | * Adaptable and flexible attitude * Enjoyment of working with children * Sensitivity and understanding, to help build good relationships with students * A commitment in achieving the best outcomes for all students and promoting the ethos and values of the school * Commitment to maintaining confidentiality at all times * Commitment to safeguarding students’ well-being and equality * Resilient, positive, and enthusiastic about making a difference * Well-developed interpersonal skills with a sense of humour enabling effective relationships with a variety of different people * Are trustworthy, reliable and punctual * Enthusiasm to embrace continuing professional development |
| **Qualifications/ Experience** | * Good standard of general education (GCSE Maths and English, or equivalent) * First Aid qualification (training will be provided) * Excellent ICT skills to support pupils’ learning. |
| **Knowledge** | * Good literacy and numeracy skills * Excellent organisational skills with the ability to prioritise own workload * Knowledge of how to assist adapting and delivering support to meet individual needs * Excellent verbal communication skills * Ability to use different strategies to motivate and encourage students, providing guidance as necessary * Knowledge of guidance and requirements around safeguarding children |
| **Skills and Aptitudes** | * A commitment to promoting equal opportunities and meeting individual needs. * Awareness of confidentiality. * Can demonstrate sensitivity, tact and resilience when dealing with challenging circumstances * Ability to build effective working relationships with students and adults * Able to manage time effectively. * Ability to be flexible to the needs of the children. * Excellent communication, interpersonal and organisational skills. * Able to deal with challenging situations in a calm manner. * Ability to keep accurate records and to understand and apply rules of confidentiality, only sharing information where appropriate in accordance with school policy. |
| **Training and professional development** | * Willingness to take part in appropriate training and personal and professional development |