

Job Description

Job title	Learning Support Assistant	Job family	Education
Reporting to	Deputy Head	Job code	
Location		Evaluation Date	

Job Purpose

“Make a Difference to Young People”

The post holder will be required support pupils across the school within lessons and across all other areas within the school. It is expected that they will undertake given roles allocated from their associated teacher

Key focus on

- Safety
- Providing a quality service to the young people
- Ensuring financial sustainability appropriate to the job role

Responsibilities

- To contribute to behaviour management of pupils through implementing school policies, deploying appropriate de-escalation techniques and managing pupils through your knowledge of them;
- Support pupils during learning activities through providing effective support as directed by the teacher, promoting independent learning encouraging pupils to personal responsibility for their learning and provide timely and effective feedback to the class teacher on progress made or barriers to further learning and progress;
- Support the teaching team to ensure that the learning environment is appropriate, safe and engaging to allow for excellent progress and a learning;
- Collaboratively participate in planning and preparations to ensure clear knowledge of what is expected of pupils in relation to their learning and progress;
- Be fully aware of and fully implement the schools policies at all times, including safeguarding;

Knowledge / Education / Skills

Knowledge

- An awareness and understanding of the needs of those pupils with specific Special Educational Needs (SEN);
- An awareness of safeguarding and how these concerns should be raised;

Education

- Experience of working with pupils with SEN;

Skills

- Excellent communication skills;
- Emotional resilience;
- Ability to effectively use ICT;
- Ability to work as a member of a team and on their own initiative;

Experience

- Experience/understanding of working with pupils with complex and varied Special Educational Needs;

Communication

The post holder is required to have effective written, verbal and non-verbal communication skills, with an ability to adapt their style as appropriate to the environment they are communicating in.

Responsibility

Employees

- Support the well being of colleagues with support as required;

Budgets & Equipment

- To inform the class teacher / SLT where resources require attention to meet the needs of the learners;

Information

- Share appropriate learning/progress and behaviour information with the class teacher;

- Provide appropriate and effective feedback to parent / carers (as required);

Working Environment

- Potential to experience aggressive and threatening behaviours;
- Potential need for use Physical intervention, in line with duty of care expectations;
- Physically demanding environment – standing for long periods;
- Potential for occasional lone working;

Upholding the Company Behaviours	
Demonstrate in this section how the role will evidence and support the Company Behaviours	
Behaviour	Responsibility to evidence
Putting People First	Management <ul style="list-style-type: none"> Analytical Delivers a compliant and quality driven service Solution focussed Risk aware Innovative Engaged Willing to Learn
Being a Family	Leadership <ul style="list-style-type: none"> Motivational Accountable Outcomes driven Inspirational Takes Ownership
Acting with Integrity	Values <ul style="list-style-type: none"> Respect Awareness of Culture Trust Belief Expectation Openness
Being Positive	Emotional <ul style="list-style-type: none"> Resilient Empathetic Reflective Confident Self Aware Determined
Striving for Excellence	Vision <ul style="list-style-type: none"> Aspires to excellence Desires continuous improvement Clarity of thought and expression Focussed Aspirational Is clear about and can communicate the "vision" Wants to leave a legacy Committed to excellence

Please note that you may be expected to undertake other duties and responsibilities as appropriate to your role.