**Job Description: Learning Support Assistant (Ark Blake Academy)**

**The Role**

In this role you will support the Inclusion Team, and the wider school community, by taking responsibility for the engagement and learning of students identified as having special educational needs and/or disabilities (SEND).

**Key Responsibilities**

**Support for Students and Teachers**

* Provide support for all vulnerable children and act as a Key Worker to students with Special Educational Needs
* Work with students on an individual and/or small group basis, in and out of lessons
* Develop resources for students with SEND and share good practice with the Access & Inclusion Team
* Provide in-class support within your specialism to a student/group of students allocated by the SENDCo
* To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, visual prompt cards etc.
* To support students with their education, providing in-class support and 1:1 environments as directed by the Teacher
* To support social interaction between students at social times as directed by the SENDCo
* To work with Teachers to assess the needs of individual children, implement Individual Learning Plans and monitor their use and effectiveness
* To work as part of the team to ensure that the wellbeing and personal development of the student enhances their learning opportunities and life skills
* Support with the organisation/setting up of examinations and assessments (internal and external)
* Invigilate examinations for (whole-school and students with EAA) and complete invigilation records
* Keep accurate records for allocated students using Ark Blake systems
* To be flexible and adaptable depending on the day-to-day requirements of the school

**Support for the Inclusion Team**

* Develop and monitor the impact of student specific engagement activities
* Monitor the progression of all identified students and implement interventions
* Analyse and provide feedback on interventions to the SENDCo
* Follow up student issues such as incident investigations, restorative work, taking student statements and mediation work
* Facilitate activities as directed by the SENDCO including, with appropriate training, self-esteem, anger management and social skills work

**Other**

* Actively promote the safety and welfare of our children and young people
* Ensure compliance with Ark’s Data Protection rules and procedures
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your Line Manager.

**Person Specification: Learning Support Assistant**

**Qualifications**

* English and Mathematics GCSE at grade C or above (or equivalent)
* Certified Teaching Assistant qualification or training or commitment to work towards these

**Knowledge, Skills and Experience**

* Experience establishing successful learning relationships with students at the relevant age, treating them consistently with respect and consideration
* Experience and/or understanding of the Learning Support role
* Experience of working with outside agencies and families (desirable)
* Ability to communicate effectively with students, parents and multi-agencies partners
* Knowledge and understanding of how to effectively implement particular strategies and routines to help students to improve their learning and to establish outstanding behaviour management
* Good numeracy and literacy skills
* Good administrative, organisational and computer skills

**Behaviours**

* Genuine passion for and a belief in the potential of every student
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and understanding how and when to take appropriate action
* Belief that every student should have access to an excellent education regardless of background
* Professional outlook, detailed orientated and able to multitask and meet deadlines
* A team player who can work collaboratively as well as using their own initiative
* Calm and professional under pressure
* Understanding of the importance of confidentiality and discretion
* Flexible attitude towards work and demonstrates sound judgement

**Other**

* Right to work in the UK
* Commitment to equality of opportunity and the safeguarding and welfare of all students
* Willingness to undertake training
* This post is subject to an enhanced DBS check

For more information about our school, please visit: [www.arkblake.org](http://www.arkblake.org). If you have any further questions please contact: v.rouse@arkblake.org