**Reporting to: SENCO**

**Location: Ark Charter Academy, Southsea**

**Contract: Permanent**

**Working Pattern: Full Time, 36hrs per week (TTO)**

**Salary: Ark Support Scale 4, Pts 3-7 £22,737 – 24,293 (£19,557.63 - £20,896.05 actual)**

# The Role

As a Learning Support Assistant, you will support pupils, parents, and teachers, to establish a supportive learning environment in which children make good academic progress. You will be instrumental in our mission to provide every student, regardless of their background, a great education and real choices in life.

# Key Responsibilities

## Learning Support

* Support pupil learning through the delivery of specific learning programmes, setting high expectations whilst encouraging their independence and building their confidence
* Promote inclusion, encouraging pupils to interact and work collaboratively
* Work with the SENCO and other teachers to assess the needs of individual children, contribute to and implement Individual Education Plans
* Adapt and develop resources for EAL and SEND pupils, ensuring their safety and enabling them to access the curriculum
* Assist with follow-through for related services (speech/language/physical therapy etc.)
* Mentor students on a 1:1 and group basis, as well as planning and leading a series of booster and intervention sessions to tackle difficult topics
* Observe, record and feedback information of pupil performance
* Assist in creating materials for curriculum delivery and display boards
* Assist with whole class teaching
* Use strategies, in liaison with the teacher to assist in behaviour management and to support pupils in their learning objectives
* Assist pupils' achievement outside of the classroom, e.g. computer lab, library

## Support for the school

* Supervise pupils in playgrounds, lunchrooms etc and assist with general pastoral care
* Accompany teachers and pupils on trips and out of school activities as required within contracted hours, taking responsibility for pupils under the supervision of the teacher

# Other

* Actively promote the safety and welfare of our children and young people
* Ensure compliance with Arks data protection rules and procedures
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required
* Assist the Principal in maintaining and developing all that is distinctive in our Church of England school
* Participate fully in the Christian Life of the school

*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.*

# Qualifications

* Maths and English GCSE or equivalent at grade C or above (or equivalent)

# Knowledge, Skills and Experience

* Experience establishing successful learning relationships with students at the relevant age, treating them with respect and consideration
* Good working knowledge of the national curriculum
* Good numeracy and literacy skills
* Good administrative, organisational and computer skills
* Competent with computers and other technology
* Excellent communication and interpersonal skills with children and adults
* Able to deal with minor incidents, first aid, and pupil’s personal health and hygiene
* Experience of delivering speech and language interventions (desirable)

# Behaviours

* Genuine passion for and a belief in the potential of every pupil
* A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand 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 that can work collaboratively as well as using own initiative
* Helpful, positive, patient and caring nature
* 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

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies. In order to meet this responsibility, we follow a rigorous selection process which will include questions about safeguarding. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check. This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark’s safer recruitment process, please click this* [*link*](https://arkschools.sharepoint.com/%3Ab%3A/g/ArkNetCentral/hr/EcXQDSjo9UpCpgk8lDWMN0sBVG6GBUTVWVXp9c5KkW-tog?e=bfdlES)*.*

*We aim to build a diverse and inclusive organisation where everyone – staff and students – can do their best work and achieve their full potential. We want to reflect and represent diverse perspectives across our organisation because we know that doing so will make us stronger and more effective. To know more about Ark’s diversity and inclusion commitments, please click on this* [*link*](https://arkonline.org/our-approach/diversity-and-inclusion)*.*

