

Job Description: Learning Support Assistant

Reports to:	Assistant Principal
Start date:	01 September 2024
Location:	Ark Evelyn Grace Academy
Contract:	Full Time- Permanent, term time only (TTO)
Salary	Grade 5 (£27,687 – £31,344) The figure will be pro-rated based on 39 weeks

The Role

- To provide support for identified individuals and groups of students across the curriculum, helping them to learn effectively and engage in all aspects of school life.
- To deliver specific and targeted intervention to identified individuals and groups of students.
- To promote and support strong attendance for identified individuals and groups of students.
- To build strong relationships and communications with parents and families of students being supported.

Key Responsibilities

- To promote inclusion and acceptance of all students in the school, including those with physical, learning and behaviour difficulties
- To promote strong attendance and provide support to students with attendance issues, working to overcome barriers.
- To work with teachers to assess the needs of individual students
- To plan and facilitate small group teaching
- To plan and undertake one to one teaching
- To observe, record and feedback information of student performance
- To assist in creating materials for curriculum delivery and display boards
- To assist with whole class teaching
- To assist with promoting positive behaviour for learning within and outside the classroom
- To provide off-site community-based opportunities for students, if appropriate
- To assist student learning outside of the classroom when appropriate e.g., computer lab, library, homework clubs or interventions
- To understand and analyse data of identified students
- To support the supervision of students during lunch times and at the start/end of the school day

Outcomes and Activities

Academy Culture

- Support the academies values and ethos by contributing to the development and implementation of policies practices and procedures
- Help create a strong academy community, characterised by consistent, orderly behaviour and caring, respectful relationships
- Help develop an academy culture and ethos that is utterly committed to achievement

- Support and work in collaboration with colleagues and other professional in and beyond the school, covering lessons and providing other support as required.
- Vision aligned with ARK's high aspirations and high expectations of self and other
- Lead and coordinate all year group parents' evenings and events

Other

- Undertake, and when required, deliver or be part of the appraisal system and relevant training and professional development
- Provide behaviour support, guidance and challenge to teachers to support building an outstanding learning environment.
- Commitment to equality of opportunity and the safeguarding and welfare of all students.
- Willingness to undertake training

Role review

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the post holder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the post holder subject to the principal's approval.

Person Specification: Learning Support Assistant

Qualification Criteria

- Right to work in UK
- Certified teaching assistant course or training or commitment to work towards these
- English and Mathematics GCSE at grade C or above (or equivalent)
- High Level Teaching experience and a Degree (or equivalent)

Experience

- Experience of establishing successful learning relationships with a variety of children at the relevant age
- Experience in delivering interventions
- Experience in analysing data and providing support.

Personal characteristics

- Effective team player: helpful, friendly and able to make good judgements and lead when required
- Adaptable, organised and able to work with minimum supervision
- Able to be both nurturing and maintain boundaries and expectations.
- Demonstrates resilience, motivation and commitment to high standards of work and achieving excellence
- Approachable, flexible, calm and caring with a 'can-do' attitude
- Understands the importance of confidentiality and discretion
- Keen to learn and develop own skills

Specific skills

- Excellent communication skills, both written and oral
- Competent with IT and the use of it to analyse data
- Excellent administrative and organisational skills
- Able to understand and implement particular strategies and methods to help students to improve their learning and enjoyment of learning
- Able to help implement the necessary routines and expectations to establish outstanding behaviour management
- Relentless drive to do whatever it takes to ensure all students succeed
- Ability to instil and ensure high expectations and the Ark Evelyn Grace Values outlined in our Culture Compass
- The courage and conviction to make a difference

Other

- The post holder must be committed to the safeguarding and welfare of all students.
- This post is subject to an enhanced Disclosure and Barring Service check.