**Job description: Learning Support Assistant 1:1**

**Reports to:** SENCO

**Grade:**  Ark Band 2

**Hours:** 35.5 hours, 40 weeks per year.

**The Role**

In this role you will support the engagement and learning of students identified as having social, emotional, mental health and behavioural needs. Supporting pupils, parents, teachers, and the school to establish a supportive and nurturing learning environment in which children make good academic progress

**Key responsibilities**

* To support individual pupils on a 1-1 basis and in small groups to help them learn and make good progress across the primary curriculum
* To support teachers, parents and other colleagues to help create an effective and purposeful learning environment.
* To supervise children on the playground, in the classroom and in the dining hall every lunchtime
* To attend a dedicated planning session with the class teacher weekly for 30 minutes
* To facilitate or co-facilitate an enrichment opportunity for children once a week after school

**Outcomes and activities**

**Learning Support**

* Promote inclusion and acceptance of all pupils in the school, including those with special educational needs and/or disabilities
* Work with teachers to assess the needs of individual children
* Work with the class teacher (s), SENCO and Inclusion Manager to implement and review Individual Learning and Provision Plans and develop resources for pupils who have additional needs
* Plan and facilitate small group teaching
* Plan and undertake direction for one to one teaching and intervention
* Observe, record and feedback information of pupil performance
* Maintain record keeping for identified pupils/groups of pupils
* Assist with the testing and assessing of pupils to determine their needs
* Assist in creating materials for curriculum delivery and display boards
* Assist with behaviour management within and outside the classroom.
* Assist with off site activities and educational visits

**Other support**

* Support the personal, emotional and social needs of the pupils by developing positive and caring relationships with them and recognising their personal achievements
* Supervise pupils at playtime – engage in play and structured activities with them
* Assist with follow-through for related services, e.g., speech/language therapy, occupational therapy, physical therapy
* Maintain pupil and family confidentiality
* Attend regular meetings and training, as required

**Other**

* Work as part of the team upholding the school’s vision and values at all times
* 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

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 course 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 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 multi task and meet deadlines
* A team player that can work collaboratively as well as using 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

*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. 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*.