

Job Description: Primary Learning Support Assistant

Reporting to:	Assistant Principal for SEND & Inclusion
Location:	Enfield, London
Contract:	1-year fixed term (rolling)
Working Pattern:	Full time and part time roles available
Salary:	[Ark Support Scale 5: Pay Points 5 - 13] £22,573-26,036(pro rata)

The Role

In this role you will take responsibility for the engagement and learning of a pupil identified as having Special Educational Needs and/or Disabilities (SEND) and an Education, Health and Care Plan (EHCP).

Key Responsibilities

Support for Pupils and Teachers

- Act as a Key Worker to a pupil with an EHCP
- Work with pupils on an individual and/or small group basis, in and out of lessons
- Plan and implement strategies of support, lesson plans and interventions and resources to help your key pupil make progress
- Be proactive in reading your key pupil's EHCP and researching into their specific needs, with the help of the Inclusion Team and the Class Teacher.
- Work collaboratively with teachers and teaching assistants to plan your key pupil's support
- Track evidence of your key pupil's progress towards their learning targets

Support for the Inclusion Team

- Routinely share evidence of progress that your key pupil is making
- Monitor the effectiveness of your key pupil's interventions
- Attend and contribute to Annual Review meetings where we discuss the pupil's progress with staff and parents
- Attend training for interventions relevant to your key pupil (e.g. training in delivering speech and language therapy activities)

Other

- Actively promote the safety and welfare of our children and young people
- Ensure compliance with Ark's data protection rules and procedures
- Support staff members in creating an effective and safe learning environment, by helping to deal with behaviour that disrupts learning
- 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)

Knowledge, Skills and Experience

- Previous experience working with pupils who have SEND and/or EHCPs (essential)
- Experience establishing successful learning relationships with pupils at the relevant age, treating them consistently with respect and consideration
- Experience and/or understanding of the Learning Support role
- Ability to communicate effectively with students, parents, and multi-agency partners
- Knowledge and understanding of how to effectively implement strategies and routines to help pupils to improve their learning and make progress
- 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 an understanding of how and when to take appropriate action.
- Belief that every pupil should have access to an excellent education regardless of background
- Professional outlook, detail-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

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 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](#), but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.