



Ark All Saints Academy

Job description: Learning Support Assistant

Reporting to: SENCo/Deputy SENCo

Start date:

Salary: £21,535.44-26,202.97 (pro rata) of FTE £25,148-£30,602

Hours: Full Time Term -Time Only

Ark All Saints Academy Learning Support Assistant will have key responsibility for the education and intimate care needs of scholars with additional needs. This is a new role to Ark All Saints and the details in the job description reflect the nature of the role at the time it was prepared. It is recognised that the nature of the individuals job may change, and therefore we will consult with the post holder if and when the job description needs to be revised.

The Role

- To joint work with Teachers SENCO, Head of Departments and other professionals to ensure scholars can access the school curriculum on a daily basis, through the use of assisted technology
- To support the medical carer with intimate care needs on a daily basis
- To deliver specialist care following the advice and guidance of medical professionals involved in each scholar's health care
- Contribute to understanding and development of SEN Provision across Ark All Saints
- Ensure that scholars needs are effectively communicated

Key Responsibilities

Learning Support

- To promote inclusion and acceptance of all scholars in the school, including those with physical, learning and behavior difficulties
- To work with teachers to assess the needs of individual children
- To work with the SENCO and other teachers to implement Individual Education Plans and develop resources for scholars who have: Special Educational Needs (SEN), English as a second language, speech or language impairments, Visual Impairments or behaviors that interfere with learning and/or relationships
- To plan and facilitate small group teaching
- To plan and undertake direction for one to one teaching
- To observe, record and feedback information of scholar performance
- To assist in creating materials for curriculum delivery

- To modify learning resources appropriately to meet the needs of scholars with additional needs, with a particular reference to scholars with physical disabilities
- Contribute to the development of provision for scholars with additional needs, with a particular reference to the care of scholars with physical disabilities
- To assist with whole class teaching
- To assist with behavior management within and outside the classroom
- To assist scholars' achievement outside of the classroom, e.g., computer lab, library

Other support

- To supervise scholars in playgrounds, lunchrooms, etc
- To assist with follow-through for related services, e.g., speech/language therapy, occupational therapy, physical therapy
- To maintain scholar and family confidentiality
- To attend regular meetings and training, as required
- To maintain stock supplies and distribute as required.

Other

- To undertake other various responsibilities as directed by the Leadership Team and Principal.
- To undertake training as and when required

Person Specification: Learning Support Assistant

Qualification Criteria

- English and Mathematics GCSE (or equivalent) at grade C or above
- Degree level qualification
- Certified teaching assistant course or training would be beneficial
- First aid qualification is desirable but not essential
- Right to work in UK.

Experience

- Experience of establishing successful learning relationships with a variety of children at the relevant age
- Experience of working with children with SEN or other additional needs desirable
- Experience and/or understanding of the role of a LSA and in particular classroom organisation and management.

Personal characteristics

- Genuine passion and a belief in the potential of every scholar
- To be a learner and continually seek professional development opportunities
- Helpful, positive, calm and caring nature
- Able to establish good working relationships with other LSAs and teachers
- Able to follow instructions accurately but make good judgments and lead when required
- Motivation to continually improve standards and achieve excellence

Specific skills

- Competent with computers and other technology
- Good written and oral communication skills
- Good numeracy and literacy skills
- Good administrative and organisational skills
- Able to understand and implement particular strategies and methods to help pupils to improve their learning and enjoyment of learning
- Able to help implement the necessary routines and patterns to establish good behaviour management within the school
- Able to deal with minor incidents, first aid, and the personal health and hygiene of the pupils
- Understands the importance of confidentiality and discretion
- The ability to speak another language, play a musical instrument or coach a sport desirable, not essential.

Other

- The post holder will be expected to undertake the paperwork associated with their caseload
- Commitment to equality of opportunity and the safeguarding and welfare of all pupils
- To undertake training as and when required

*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.*