Altwood Church of England School

Learning Support Assistant

Person Specification: Learning Support Assistant

	Essential	Desirable	How to be tested
Qualification criteria:			
1. 5 good GSCEs including English and Maths at Grade C or above (or equivalent).	√		**Application form & evidence**
2. Good Microsoft Office skills		√	
3. Eligible to work in the UK.	√		
Experience:			
4. Requires a good general education and good communication skills.	√		**Application form**
5. Experience is preferable but not essential. Full training will be given.	√		
6. You must be willing to develop an awareness of supporting differences, ensuring that students have equality of access to opportunities to learn and develop.	√		
7. Applicants should have a positive interest and experience in working with young people, with the ability to communicate effectively and confidently with students.	√		
8. You should also be able to build good working relationships with a range of colleagues, with the ability to communicate effectively and confidently with staff and on occasion's parents and other professionals working with the school.	√		
9. An ability to work calmly and with patience is required.	√		
Vision and Strategy:			
10. Vision aligned with Altwood CofE School's high aspirations and high expectations of self and others.	√		**Interview**
Behaviours, Skills and Abilities:			
11. The ability to enthuse & inspire others and has a 'can do' attitude.	√		**Interview**
12. A passion for and relentless determination that every student develops and succeeds.	√		
13. Excellent listening, communication skills and high levels of emotional intelligence.	√		
14. Strong organisational, prioritising and time-management skills and ability to work under pressure.	√		
15. Resilience and optimism to lead through day-to-day challenges in a busy school environment.	√		
16. The ability to take personal responsibility, a readiness to reflect and self-evaluate and the ability to change, improve and develop.	√		
17. The ability to work well under pressure and to be decisive.	√		
18. Ability to use IT systems including databases and Microsoft Office products and produce system reports.	√		
19. High levels of honesty and integrity, confidence & self- motivation.	√		
20. Understanding and knowledge of confidentiality.	√		
Other:			
21. This post is subject to an enhanced DBS disclosure.			
22. The post holder must be committed to safeguarding the welfare of children.			Interview

Learning Support Assistant

Job Description: Learning Support Assistant	
Line Manager:	Accountable to: Head of Learning Support Department
Posts directly supervised:	N/A
Main Purpose of Role:	To assist the classroom teacher in the provision of learning and educational opportunities for pupils.
Conditions of Service:	Reference should be made to the TDA publication National Occupational Standards for Support Staff.
Grade and Salary:	Scale 2 Point 3-4 FTE £27,535-£27,967 Actual £15,884-£16,134 Term Time Only + first inset day in September

Generic Whole School Accountabilities

Achievement and Progress:

- Ensure all students, including those with SEND, make at least good progress across all of the key stages by supporting students in accessing learning activities by providing accurate and relevant information to the teaching staff, the Leadership Team and the Governing Body.
- Ensure variations between the progress made by different groups of students or any areas of underachievement including the variation of groups of students is addressed and the achievement gap is narrowed significantly by providing staff with information they require to both challenge and support the leaders of the school.

- **Teaching and Learning:**

- Promote consistently high expectations of all students and apply whole school policies.
- Promote and generate high levels of enthusiasm for, participation in and commitment to learning amongst all students.

- **Behaviour and Safety:**

- Develop and promote effective partnerships with Governors, parents, carers, other staff and students so they are highly positive about the school.
- Ensure student behaviour is managed by applying a systematic, consistent approach to behaviour management, in line with whole school policy.
- Take active steps to eradicate all forms of bullying under the guidance of teaching staff.
- Be aware of what constitutes an unsafe situation and know how to keep themselves and others safe.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Perform duties in line with Health & Safety rules.

- **Leadership and Management:**

- Demonstrate an uncompromising and highly effective drive to improve achievement, or sustain the highest level of achievement, for all students, over a sustained period of time by providing administrative support.
- Lead by example and demonstrate passion and ambition for the school.
- Show resilience and an ability to prioritise and delegate administrative tasks.
- Employ highly effective strategies to improve achievement and progress by: seeking out and modeling best practice, being open to coaching, dialogue, mentoring and support.
- Seek regular feedback through line management and be positive and active in team meetings to allow for effective communication and dissemination.
- Take part in staff appraisal and absence management meetings.
- Meet the statutory requirements for safeguarding.
- Work effectively and positively and with confidentiality with the governing body, the leadership team and all other staff.

Main Duties: Learning Support Assistant

- Under the direction of the classroom teacher, provide support to the individual student/small groups of students in the completion of a wide range of learning activities including reading, writing, mathematics, so that they achieve/complete the task for that session.
- Provide support in such a way as to facilitate the student's independent learning, by explanation, encouragement etc.
- Influence the behaviour of student in the group by reinforcing standards set by the classroom teacher and within the school's behaviour policy.
- In line with the requirements set by the classroom teacher assist in the preparation the teaching room/area for the sessions activities including setting up furniture and resources ensuring that the teacher has all the resources specified and that the environment is safe for student to use.
- Assist the teacher with assessments and monitoring the progress of student to enable the teacher to establish student's level of competency and identify individual or group targets.
- Undertake First Aid duties in line with qualification/training received and act in line with the school's accident/incident policy.
- Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to line manager immediately.
- If working with a statemented student:
- In line with the agreed special needs/IEP and other specialist plans provide one to one support to a student in the classroom so that they work productively towards achieving/completing the task for that session. This will involve understanding the learning objectives of the activity. This can include working with small groups which include a student with special needs.
- Contribute to the student's personal development/action plan, so that it meets their identified needs, by working with other professionals
- Attend meetings with teachers and other specialist professionals and provide information on individual cases to enable action plans to be prepared.

- General responsibilities:

- As a member of support staff contribute to the overall leadership and management of the school and to be proactive in supporting an ethos that recognises and celebrates success and promotes high expectations and aspirations.
- Contribute to the effective management of the school through the implementation of school policies, code of conduct.
- Attend meetings relevant to the post.
- Other duties as the Head may reasonably require.

Specific areas of responsibility allocated will be rotated from time to time to provide ongoing professional development and in the light of the changing needs of the school. Any major change in the manner and scope of responsibilities mentioned above will be agreed in negotiation between the holder and the Headteacher.

I have read the Job Description and agree to all the terms and conditions set out. I also agree to comply with all School Policies, Child Protection and Health and Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Leadership Team.

Name:	Signature: Date: