

# St Augustine Academy

## Job Description



<b>Job Title:</b>	Learning Support Assistant	<b>Reporting to:</b>	Assistant Principal (SENDCO)
<b>Grade and Range:</b>	WAT grade E pt.10-14	<b>Working hours and Pattern:</b>	37 hours per week, term time only + 5 inset days (39 weeks in total)

<b>Purpose and Context:</b>	To support the teaching and welfare of students by implementing strategies and interventions to support a range of complex needs to enable progress towards the class/individual targets.
<b>Duties and Responsibilities</b>	<ul style="list-style-type: none"> <li>• To support students in accessing learning activities as directed by the teacher, being aware of supporting difference to ensure all students have equal access to opportunities to learn and develop.</li> <li>• To provide 1:1 support including supporting groups of ASD pupils with learning, behavioural and emotional needs when the need arises.</li> <li>• To be aware of and comply with Academy policies and procedures relating to safe guarding, child protection, health, safety, security, and confidentiality reporting all concerns to an appropriate person to ensure students' wellbeing.</li> <li>• To contribute to the overall work/aims of the Academy and appreciate and support the role of colleagues and other professionals to enable them to realise its development plans etc.</li> <li>• To act as a key worker, by negotiation for individual students with a complex range of needs.</li> <li>• To ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received from the class teacher to enable students to meet their learning targets.</li> <li>• To be a mentor (form tutor) in the Academy's Chapter system; undertaking activities and tasks associated with this role through directed SLT.</li> <li>• To facilitate the students' access to mainstream lessons.</li> <li>• To support the student in unstructured times in particular break and lunch times.</li> <li>• To participate in routine assessment of pupil's reading and spelling ages</li> <li>• To undertake examination invigilation on occasion where required</li> <li>• To support the work of teachers and to keep them fully informed.</li> <li>• To run small group sessions for students with specific needs as required</li> <li>• To undertake basic record keeping/sharing in respect of student learning, behaviour management, child protection etc., as directed in order to support the teacher to deliver specific learning programmes set for each child.</li> <li>• To undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.</li> <li>• To attend departmental meetings by arrangement.</li> <li>• At the request of ASD Inclusion Officer of the ARC to talk to pupils experiencing difficulties and convey the voice of the child to parents and school staff.</li> <li>• Seek reports on pupil progress from staff as directed.</li> <li>• Establish and foster good and trusting relationships with all students, parents/</li> </ul>

	<p>carers and colleagues.</p> <ul style="list-style-type: none"> <li>• Promote equality for all, recognising and encouraging anti-discriminatory behaviour, respecting confidentiality (unless there are child protection implications) recognising others' rights and choice and respecting personal beliefs and identity.</li> <li>• Carry out home visits where appropriate.</li> <li>• To represent the school in a manner consistent with its ethos and values.</li> <li>• To respect the confidential nature of information relating to the school and students.</li> </ul>
<b>Culture and Ethos</b>	To promote the Woodard Christian Ethos that embraces all faiths and none
<b>General</b>	<p>To carry out any other duties as may reasonably be required by the Principal</p> <p>To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.</p>

All staff are expected to;

- Contribute to the whole professional life of the academy with teaching and learning as its core purpose and contribute to the commitment for each student to gain meaningful and enriching experiences.
- Promote the Woodard Christian ethos that embraces all faiths and none
- Take responsibility for their own professional development and support that of colleagues where appropriate
- Engage in the academy appraisal process and support colleagues in achieving their own targets where appropriate
- Have regard to guidance on Keeping Children Safe in Education
- Follow Trust policy and procedures
- Observe health and safety requirements and play their part in ensuring a safe working environment

This job description may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations in relation to the post holder's responsibilities.

**All staff have an entitlement** to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

#### **Safeguarding Statement**

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will be subject to a Section 128 clearance.

#### **Equal Opportunities**

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Signed: ..... Date: .....

Signed: ..... (Principal)

Learning Support Assistant		
A	Education and Qualifications	Essential or Desirable
1	High levels of literacy and numeracy	E
2	GCSE (or equivalent) passes in English and Mathematics	E
B	Experience and knowledge	Essential or Desirable
2	Experience and knowledge of secondary education	D
3	Experience of building/maintaining effective professional working relationships with key organisational stakeholders	E
C	Skills and abilities	Essential or Desirable
1	Ability to work on own initiative and problem solve effectively	E
4	Excellent IT and keyboard skills and the ability to use a good range of software applications and data systems	D
6	Excellent levels of accuracy and attention to detail	D
7	Able to manage a varied workload, re-prioritising as necessary	D
9	Sound time management and organisational skills	E
D	Motivation	Essential or Desirable
1	Committed to the safeguarding and wellbeing of young people	E
2	Willing to support and promote the ethos of the Trust/Academy	E
E	Personal qualities	Essential or Desirable
1	High professional and personal standards	E
2	Emotional resilience to working in a challenging environment	E
4	Calm, pleasant and approachable manner	E
5	Reliable, honest, flexible and adaptable to changing deadlines	E
6	High levels of tact, diplomacy, sensitivity and understanding	E