

## Learning Assistant - Job Description

Post	<b>Learning Assistants (LA)</b> <b>Supporting students with statements and specific learning and/or language needs, supporting on a one to one, small group or class basis</b>
Grade	<b>TSAT Grades C/D</b> <b>37 hours per week</b> <b>Term time plus 5 days</b>
Accountable to	<b>SENCO</b>
Accountable for	<ul style="list-style-type: none"> <li>• Supporting designated colleagues in the preparation and presentation of learning resources of both academic and pastoral nature.</li> <li>• Supporting the learning of individuals and groups of students in both learning and pastoral activity.</li> <li>• Promoting and supporting the emotional literacy and academic development of students as guided by line-managers.</li> </ul>
Key Responsibilities	<ul style="list-style-type: none"> <li>• To follow the direction of designated line-managers in the preparation of materials to support learning and emotional literacy.</li> <li>• To work, as directed, with individuals or groups of students</li> <li>• To assist in the promotion of high standards of behaviour and conduct within the Academy and to provide support for all colleagues through enactment of Academy policy and procedure.</li> <li>• Contribute to raising standards, providing literacy and numeracy support.</li> <li>• To support colleagues and students, as directed and guided by line-managers, in all aspects of learning, personal development and emotional literacy both within classrooms and in other defined learning environments.</li> <li>• Supervise students during student break/lunchtimes, etc.</li> <li>• To assist in monitoring the progress of all individuals within the School through following Academy policy and procedure.</li> <li>• To assist in the development and maintenance of good relationships with parents.</li> <li>• To be fully involved with all special activities related to the School</li> <li>• To provide support to the Extended enrichment provision as directed and guided by Line Managers.</li> <li>• To advise colleagues as soon as possible and in accord with Academy policy and procedure, specifically line-managers; of any concerns regarding student academic or emotional progress and/or development.</li> </ul>

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	<ul style="list-style-type: none"> <li>• To promote personal and group reflection in students in all aspects of academic, social and emotional learning.</li> <li>• Have the highest of expectations of pupils learning and progress.</li> <li>• Foster high aspirations through positive interactions with students and parents.</li> <li>• Support and participate in student reading/literacy initiatives.</li> </ul> <p><u>Other</u></p> <ul style="list-style-type: none"> <li>• To adhere to Academy dress code presenting a professional image to students, parents/carers, governors and the wider community</li> </ul>
Community	<ul style="list-style-type: none"> <li>• Maintain confidentiality inside and outside the workplace</li> <li>• Understand and apply Academy policies</li> <li>• Support Academy ethos and vision in the wider community</li> </ul>

### Generic Duties relevant to all members of staff

#### 1.1 The Trust

The ethos of the Trust is included within the strapline “Transforming Life Chances”. All staff are expected to be committed to this aim in everything they do.

It is expected that all staff work collaboratively as members of the Trust to share good practice, resources and ideas and realise the Trust’s visions and aims. All staff should act with professional integrity at all times, following the “Code of Conduct”.

As a member of the Trust your role will be based at The Victory Academy. However you may be asked to work at any of the other academies within the Trust or partner schools and you should expect to travel between sites as required.

#### 1.2 Teaching and Learning

This is our core business and therefore it is an absolute priority. As this is a direct teaching role you are expected to support all teaching staff, irrespective of seniority, to ensure they concentrate on the core business. This may mean undertaking tasks outside of your area of responsibility where required.

#### 1.3 ICT

It is expected that all teaching and support staff follow the ICT Vision of the Trust.

All staff will be expected to utilise ICT and to improve communication and reduce paper use. Security procedures must be followed when using ICT systems.

All staff are expected to follow (and ensure students follow) the procedures as laid out in the Trust’s Acceptable Use Policy. Staff are also expected to ensure that they follow Trust policies with regard to professional conduct when using ICT systems or Trust ICT equipment.

#### 1.4 Health and Safety

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Employees are required to work in compliance with the Academy's Health & Safety Policies and under the Health and Safety At Work Act 1974 (as amended), ensuring the safety of all parties they come into contact with, such as members of the public, in premises or sites controlled by the Trust.

In order to ensure compliance, procedures should be observed at all times under the provision of safe systems of work through safe and health environments, including information, training and supervision necessary to accomplish those goals.

### **1.5 Safeguarding**

The Thinking Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people and all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. All staff are to have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Thinking Schools Academy Trust. Any safeguarding or child protection issues must be acted upon immediately by informing the Designated Child Protection Officer.

### **1.6 Data Protection**

The Thinking Schools Academy Trust takes the responsibility of protecting and securing the data of Pupils, Staff, Parents and all associated individuals very seriously. The Trust requires all staff to complete data protection training and to adhere to its Data protection policies and procedures. All staff must ensure that if they suspect a data breach they must inform the Trust Data Protection officer immediately.

This job description forms part of the contract of employment of the person appointed to the post. The duties, responsibilities and accountabilities highlighted in this job description are indicative and may vary over time at the discretion of the Trust and the Executive Principal/Head of School. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.

This job description sets out the main duties of the post. Other duties may be assigned by the Principal, without changing the general character of the post or level of responsibility. Roles and responsibilities may change as the Academy develops.

These responsibilities will be discussed annually as part of annual performance review and are subject to change