



GOODWIN ACADEMY

JOB TITLE: LEARNING SUPPORT ASSISTANT

RESPONSIBLE TO: SENCO

GRADE: C

JOB PURPOSE:

To provide support for students, especially those with Special Educational Needs, so that they are fully included within the College community and are able to access the curriculum with increasing independence and make progress with all aspects of their learning, both academic and pastoral.

To work under the instruction and guidance of teaching staff and the SENCO to undertake work, care and support programmes for students with SEND. Support may need to be provided out of the classroom for short periods of time during a lesson to facilitate the completion of termly assessments or to supervise time out opportunities for students with complex SEND.

KEY ACCOUNTABILITIES:

To actively promote the Trust's Equal Opportunities Policy and observe the standard of conduct which prevents discrimination taking place.

Maintain awareness of and commitment to Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health and Safety at Work Act 1974 etc, the Trust and School's Health and Safety Policy and all locally agreed safe methods of work.

To work with colleagues to achieve the school's development plan objectives and targets.

To participate in Employee Development schemes and Performance Management and contribute to the identification of own team development needs.



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KEY DUTIES AND RESPONSIBILITIES

- Work with individuals or small groups of students in the classroom under the direct supervision of teaching staff and provide feedback on students' progress to the classroom teacher
- Establish constructive relationships with students and adapt approaches with them according to the individual needs of each student
- Support students to understand instructions and activities in the classroom and promote independent learning through inclusive practice, ensuring their safety and access to learning
- Provide feedback to students in relation to progress and achievement under the guidance of the class teacher
- Assist with the implementation of provision outlined in Educational Health Care plans and record basic information to support individual students' reviews that take place throughout the academic year
- Undertake record keeping and monitoring of students' responses to learning activities
- Support the use of ICT in learning activities and actively promote these resources and assist students in their use
- Support the class teacher in behaviour management and keeping students focused on tasks/activities in lessons
- Support the social and emotional development of students, reporting concerns or problems to the class teacher, and promote self-esteem and independence

The duties and responsibilities in this job description are not restrictive and the post-holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

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



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staff should act with professional integrity at all times, following the “Code of Conduct”.

You will primarily be based at Goodwin 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. Although this role is not 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

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



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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 Principal. This job description will be reviewed annually and is an integral part of the Appraisal and line management process.