



Job Description

Learning Support Assistant

Grade: Academy Range 03

Reporting to: SENDCo

Role Purpose:

- To support a specific pupil as part of their Educational Health Care Plan
- To support other groups of pupils as directed by the SENDCo
- To work under the guidance/instruction of teaching staff to undertake work/care/support programmes to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area.
- To promote the inclusion and acceptance of children with Special Educational Needs throughout the school.
- To ensure that Turner Schools are places where children thrive and knowledge matters by upholding and modelling The Trust's values in all aspects of the role. Responsibilities: Support for Pupils, particularly those with ASD.
- Support pupils during the transition to Key Stage Three, both academically and pastorally.
- To support all pupils, to play a full role in the life of the school, building their confidence and self-esteem.
- Build and maintain successful relationships with pupils, treat them consistently, with respect and consideration.
- Interact with, and support pupils, accordingly to individual needs and skills.
- Keep the pupils on task and to build motivation by modelling good practice.
- To liaise regularly with parents, alongside the SENDCo, to provide feedback.
- To be involved in keeping records and evaluating identified pupils' progress.
- Assist with the development and implementation of support plans.

Teaching and Learning

- Work with individuals or small groups of pupils under the direction of teaching staff.
- Support pupils with activities which support literacy, numeracy and other skills.
- Supervise and assist individual/small groups of pupils in activities set by teachers or by the LSA with teacher guidance.
- Take into account the pupils' Special Educational Needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and material and use of data.

- Help pupils record work in an appropriate way and to develop study and organisational skills.
- Implement behaviour management policies in accordance with guidance provided by the teacher.
- Attend formal and informal meetings with teachers to contribute to planning lessons/activities.
- Prepare materials and resources to support pupils as necessary.
- Prepare pupils beforehand for a task, e.g. pre-teaching
- Supervise practical tasks.
- Carry out structured classroom assessment/observation and feedback outcomes. Other Tasks:
- Assist pupils with physical needs.
- Under the direction of appropriate professionals and after adequate training, to assist in meeting particular pupils' needs, e.g. physical development, speech/language development, and medical needs identified in an approved care plan agreed by parents.
- To deliver intervention programmes where necessary.
- To supervise pupils for limited and specified periods, including breakfast club and break-times when the post-holder should facilitate games and activities.
- To assist with escorting pupils on educational visits.
- Assist pupils with their personal hygiene needs as necessary.
- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace.
- Ensure that all duties and services provided are in accordance with TFS policies.
- Attend relevant school meetings as required.
- To respect confidentiality at all times.
- Share the academy's commitment to safeguarding and promoting the welfare of all young people.
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- Carry out other roles and tasks as reasonably requested by the Principal that are commensurate with salary grade.
- This job description is subject to change by agreement.

Personal Qualities and Attributes: This position requires the following personal qualities and attributes:

- Ability to contribute towards the Academy's and the Trust's vision and ethos. This position must enjoy completing their work in a professional and positive manner, relish solving problems and take pride in helping people;
- Ability to demonstrate academic ambition for all students; a genuine passion and belief in the potential of every student;
- Determination to improve standards and outcomes in non-selective education on the south-east Kent coast;
- Interest in playing a part, through education, in the re-generation of Folkestone;
- High ethical standards;
- Strong interpersonal, written and oral communication skills;
- Motivation to improve standards and achieve excellence;
- Ability to demonstrate honesty and integrity;

- Excellent organisational skills;
- Ability to work collaboratively with partner schools in the Trust and beyond;
- Ability to communicate effectively, professionally and in a friendly manner with staff, pupils/students and parents and external agencies;
- To be an ambassador for the Academy in dealing with external persons, and to be an admired and respected member of the team by internal staff and pupils/students;
- To enjoy helping others and be able to resolve any issues in a professional, calm and measured manner;
- To be highly motivated and to have a flexible approach towards work and working hours;
- Experience of working with children with social, emotional and behavioural needs and knowledge of and experience of working with external agencies and voluntary groups is desirable.

Qualification Criteria:

- A strong academic track record to degree level and above;
- Evidence of ongoing Continuous Professional Development.

Other Duties:

- To comply with individual responsibilities, in accordance with the role, for health and safety within the workplace;
- Share the Trust's and the Academy's commitment to safeguarding and promoting the welfare of all young people through having knowledge of Government guidelines and safeguarding policies as appropriate within the Academy;
- Ensure that all duties and services provided are in accordance with all Turner Schools policies and the Academy's procedures in line with staff code of conduct/professional expectations;
- To undertake training as necessary;
- To actively engage in the performance management process;
- To be willing and enthusiastic in engaging with continuous professional development;
- To undertake any other duty as specified by the Senior Leadership Team not listed above;
- To be a key part of the life of the Academy community, to support both the values, vision and ethos of the Academy and the Trust, and encourage students to follow this example.

All job descriptions may, following consultation with you, be subject to change to reflect or anticipate changes in the job, which are commensurate with the salary and job title.

Employees are expected to comply with any reasonable request from the Senior Leadership Team to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

Turner Schools will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Acceptance: I confirm that I have received and understand the job description, which is a supplement to the subject specific teaching job description, both of which may be changed to reflect or anticipate changes in the job, which are commensurate with the salary and job title:

Name.....

Signed.....

Dated.....

Line Manager.....

Signed.....

Dated.....