

## Job Description

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**Job title:** Learning Support Assistant  
**Reports to:** Senior Leadership Team (SLT)  
**Location:** Ebbsfleet Academy

### Job purpose

- To work collaboratively with the classroom teacher and Special Educational Needs department to enhance the learning and progress of students

### Academy Vision

- To be an exceptional community academy, whose focus is on learning, as well as on personal and social development, and to be ambitious for all regardless of circumstance ensuring all students achieve to allow them to move on to the university/ career of their choice

### Duties

- It is expected that all staff will support the ethos of the school, as reflected in policies developed by the Governing Body of the school

### General expectations

- To demonstrate high professional practice in all areas of work
- To help progress the academy towards our vision, through a focus on raising the aspirations of students
- To be an excellent role model for students, commanding respect and being a positive presence around the academy
- To be efficient and effective, highly organised in all areas of work
- To promote actively the academy's ethos through actions and words
- To adhere to the staff dress code
- To participate in duties as directed

### Specific responsibilities/duties

- Implement structured learning activities/teaching programmes and support pupils in accessing learning activities under the guidance of the class teacher
- Provide feedback to pupils in relation to their progress and achievement in order for pupils to realise their full potential
- Manage classroom activities safely ensuring that the physical learning space and the resources within this space are conducive to pupil learning
- Be able to use a range of strategies to deal with classroom behaviour and understand individual behavioural needs to ensure pupils' learning needs are met
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policies
- Administer routine tests and undertake routine marking as directed, maintaining records as requested in order to allow the class teacher to concentrate on other activities requiring their professional input
- Undertake training and other learning activities and attend relevant meetings as required to ensure their own continuing professional development

## Skills Required

- Good general standard of education (A\*-C / 9-4 grade/level passes in English and maths or equivalent) especially in regard to numeracy and literacy skills
- Excellent organisational and communication skills (both written and verbal)
- Ability to apply appropriate behaviour management strategies within the wider context of the academy's behaviour policy
- A passion and commitment to support SEND students to defy boundaries and achieve beyond their expectations
- Ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances

## Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education](#) document (Department of Education).

## Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.