

## THE THINKING SCHOOLS ACADEMY TRUST



**JOB TITLE:** LEARNING SUPPORT ASSISTANT

**REPORTS TO:** SENCO

**SUPERVISES:** N/A

**GRADE:** C

### **JOB PURPOSE:**

The Learning Support Assistant will help raise standards of progress and achievement for all pupils.

The Learning Support Assistant will facilitate students' access to learning through helping DSEN students overcome barriers to learning and supporting them to maximise their learning potential.

The Learning Support Assistant will help pupils to become more independent.

The Learning Support Assistant will promote the development of the physical and mental well-being of students.

The Learning Support Assistant will implement the advice and programmes of work as directed by the SENCO, provided by other professionals, such as speech therapists, Educational Psychologists, occupational and language specialists and paediatricians, as and when required.

The Learning Support Assistant will contribute to the effective organisation of the school with administrative and clerical support.

### **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.

### **PRINCIPAL RESPONSIBILITIES/DUTIES**

- Support the learning of students with special educational needs through one-to-one and small groups
- Provide general pastoral support and class support
- Run small group intervention sessions as required.

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- Provide a “safe place” for break and lunchtime support for students when required.
- To assist the Exam Officer by ensuring papers are enlarged or copied onto different coloured paper as required.
- To stand in for the senior SEN LSA and/or SENCO as required
- To support teaching staff by providing strategies to assist students with SEN
- Support students with medical needs in line with provided training
- Administer diagnostic tests as required
- Provide a link and liaison between school, home and external agencies and other providers to ensure there is consistency in the response to pupils’ needs.
- To provide after school and lunchtime support to SEND students to enable them to complete work or homework if required
- Maintain records regarding student support and progress.
- Be responsible for, implementation and evaluation of students’ Individual Education Plans
- Support DSEN students’ to make a successful transfer between school
- Assist with organising key school events

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

You will primarily be based at Holcombe Grammar School. 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.



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