



THE CONSORTIUM
ACADEMY TRUST

Shaping Positive Futures

Enhanced Resource Provision Learning Assistant

We know from experience that things change throughout the lifetime of a role and so this JD isn't a list of everything you will do – this gives our people the chance to play to their strengths.

How you will make an impact...

- Help maintain the ethos of The Consortium Academy Trust by driving our organisational culture forwards and using every opportunity to embed our values.
- Taking responsibility for your own development - that way we can make the biggest impact!
- We are always looking for someone who can contribute to our growth.
- More than anything, we are looking for a team player who puts their heart into their work. We have some core values that run through everything we do, and we'd love it if they resonate with you too.

About the role...

Main Purpose of the Job

The role of the Learning Assistant is to support learners with additional needs and low academic prior attainment to ensure that they achieve their full academic and personal development potential, fully participate in all experiences offered as part of the school community, including trips and visits and, actively encourage young people to develop high levels of social interaction, resilience and independence, preparing them for the next stage in their education or life beyond school.

The Learning Assistant will be fully aware of the learners within the class and their individual academic starting points and those who have a statutory requirement to additional support. It is anticipated that they will be flexible and use their initiative to ensure that all opportunities to support all learners are maximised during the school day and beyond.

Specific Duties

- Support transition activities, at all stages of education, to ensure that students are physically, mentally and emotionally able to demonstrate resilience and thrive in the school environment
- Support learners around the site – both before and after school, between and during lessons, and at break/ lunchtime where appropriate
- Seek out opportunities for learners to engage in social activities with friendship groups and beyond
- Provide academic support of vulnerable and other learners within the groups to ensure that effective learning takes place across the school in all lessons, enabling learners to achieve and exceed their academic potential
- Liaise with parents/carers where appropriate to highlight areas of concern and celebrate achievement
- Produce relevant resources for individual needs and offer guidance on the needs of individuals to members of teaching staff

- Participate in the work of the department to provide effective intervention programmes for groups of learners including, the delivery of small group bespoke intervention programmes focussed on a short/medium term plan
- Take a keen interest in opportunities to celebrate achievement in the subject area by display work in classrooms/corridors

Generic Duties

- Support the lunchtime provision offered to vulnerable students
- Provide cover for absent colleagues, where possible, within the department to ensure consistency of support for learners
- Take a keen interest in continuing professional development of themselves and others. Ensuring that basic skills relating to their post are continually up to date. Participation during staff training days/events
- Prioritise learning and if possible provide support to the effective delivery of the lesson by assisting the teacher with the organisational elements of the lesson
- Provide administration support to the LS Team to support the outcomes for young people, for example, creating differentiated worksheets, entering incidents through the MIS system, marking assessments
- Attend and contribute to relevant IEP and EHC Meetings for learners
- Deliver bespoke programmes, where appropriate
- Provide Exam Invigilation and Exam Access support for learners across the school
- Role model appropriate behaviours within a professional environment including conduct, communication, and personal appearance
- Role model high levels of literacy and numeracy including modelling appropriate language
- Aspire to develop own professional skills and qualifications
- Use all forms of social media appropriately
- Contribute to systems of evaluation and performance of the organisation positively

As a member of staff of The Trust

- Role model appropriate behaviours within a professional environment including conduct, communication and personal appearance
- Demonstrate a commitment to Positive Discipline
- Role model high levels of literacy and numeracy including modelling appropriate language
- Have high expectations of students
- Aspire to develop your professional skills
- Use all forms of social media appropriately
- Take responsibility for the reputational management of The Consortium Academy Trust schools
- Contribute to systems of evaluation and performance of the organisation positively

Your duties may involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees of The Consortium Academy Trust will be expected to comply with the GDPR when handling any personal data. Confidentiality must be maintained at all times. In addition to the above, the post holder must be committed to safeguarding and promoting the welfare of children and young people.

This Job Description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. In addition, you may be expected to take part in any other reasonable duties which may be required.

This Job Description is intended to highlight the main responsibilities and expectations for the post holder and is not the entirety of what a member of staff may reasonably be required to complete in line with the priorities of the organisation. Neither is it intended to highlight the amount of time which should be spent on each task.

About you...

This is the job for you if you hold the following qualifications, experience, knowledge, skills and values:

Qualifications and Training

Essential

- 5 GCSEs or equivalent, including Maths and English
- Competent in use of Microsoft Office including Excel and Word
- Commitment to continue own personal development

Desirable

- Level 2 Teaching Assistant
- Level 3 (NVQ level 3 or A level)
- Have undergone training in child protection awareness
- Paediatric First Aid (or willingness to undertake training)
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Experience, Knowledge and Skills

Essential

- Experience of working in an educational setting
- Knowledge and understanding of the needs and development of children
- Ability to work on own initiative within departmental protocols/procedures
- Enjoy working with and able to have a good rapport with children

Desirable

- Training in a range of literacy strategies and approaches i.e. teaching of Reading, Spelling, Phonics following a suitably recognised scheme
- Supporting children with special educational needs and/or Disabilities (SEND)
- Supporting children with English as an additional language (EAL)
- Experience in working within statutory/voluntary agencies dealing with children and families
- Ability to display an understanding of social/welfare issues as they affect children, families and schools Knowledge of strategies to support students with specific SEND e.g. physical disabilities, visual and/or hearing impairment, dyslexia

Values and Personal Competencies

Essential

- Adaptability
- Attention to detail
- Strong level of ICT skills
- Strong interpersonal skills
- Ability to work to tight deadlines

Desirable

- Committed to the values and vision of the Trust
- Team focused with the ability to work independently and take initiative
- Committed to equality, diversity and inclusion
- Strong morals, ethics and sound judgement
- A role model of the Trust's Values