

# Ormiston Rivers Academy, Burnham-on-Crouch

**Job Description**

# Job title Learning Support Assistant

**Grade** Band 2 (whole), term-time only. Hours of work variable, but will be over specific periods of time (e.g. early morning to lunchtime; mid-morning to mid-afternoon; lunchtime to late afternoon; mid-afternoon to after-school)

**Responsible to:** Assistant SENCO, SENCO, Principal

# Role To work as part of the Special Needs Team in supporting

students with special needs or specific medical needs in order that they can achieve their full potential in accessing the curriculum. To work with individual or small groups of students as withdrawal groups to support the development of their literacy & numeracy skills. To support students’ social, emotional, sensory, physical and behavioural needs.

**Main duties & responsibilities:**

In relation to the individual pupil/groups of pupils:

* To administer medication as and when required (following appropriate training)
* To develop an understanding of the special needs and/or medical needs of the student/s concerned
* To support the development of students’ literacy and numeracy skills, by individual or small group withdrawal.
* To take into account the student/s’ special needs and/or medical needs and ensure their access to the curriculum and its content through appropriate clarification, explanations, equipment and materials
* To help students record work in an appropriate way
* To develop study and organisational skills
* To help keep the students on task and to build motivation
* To help reinforce learning
* To help build the student/s’ confidence
* To encourage the inclusion of the student/s within individual classes
* To provide lunchtime clubs or to undertake lunchtime duties as appropriate.

In relation to the teacher:

* To support the teacher in the development and presentation of the student/s’ individual programme(s)
* To work under the direction of the teacher(s) in withdrawing individual or groups of students for specific support work
* To have clear lines of communication with the student/s’ teacher
* To have formal meetings with teachers to enable planning and preparation for lessons
* Where appropriate, to act as liaison between student/s and the teacher
* Involvement in keeping records and evaluation of the student/s’ programme

In relation to the Academy:

* To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate
* To be aware of Academy policies and procedures, including the Academy’s Code of Conduct and those relating to confidentiality
* To demonstrate commitment to academy needs in relation to supporting students’ learning and outcomes and to attend appropriate internal and external CPD to facilitate this.
* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities.
* To comply with individual responsibilities in accordance with the role for health & safety in the workplace.

The duties above are neither exclusive nor exhaustive and the post holder may be required by the SENCo and/or Principal to carry out appropriate duties within the context of the job, skills and grade.

**CONTEXT**

All staff are part of a whole Academy team. Each individual is required to support the values and ethos of the Academy and Academy priorities as defined in the Academy Improvement Plan. This will mean focusing on the needs of colleagues, parents and students and being flexible in a busy pressurised environment.

**Due to the nature of this job, it will be necessary for the appropriate level of Criminal Record Disclosure to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of Section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (Amendments) Order 1986. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are “spent” under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.**

**Person Specification**

**LEARNING SUPPORT ASSISTANT**

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| General heading | Detail |  |
| Qualifications & Experience | Specific qualifications & experience | Successful experience working with children in a school/Academy environment  Educated to NVQ Level 2 in learning support or equivalent qualification/experience |
| Knowledge of relevant policies and procedures | Basic knowledge of First Aid and understanding of Academy policies & procedures, particularly in relation to SEN |
| Literacy | Good literacy skills (minimum Level 2 or equivalent) |
| Numeracy | Good numeracy skills (minimum Level 2 or equivalent) |
| Technology | Knowledge of basic ICT to support learning |
| Communication | Written | Ability to write basic reports |
| Verbal | Ability to use clear language to communicate information unambiguously  Ability to listen effectively |
| Languages | Overcome communication barriers with children and adults |
| Negotiating | Consult with children and their families and carers and other adults |
| Working with children | Behaviour Management | Understand and implement the Academy’s behaviour management policy |
| SEN | Ability to understand and support children with developmental difficulty or disability |
| Curriculum | Good understanding of the Academy curriculum  Knowledge of literacy/numeracy strategies |
| Child Development | Good understanding of the general aspects of child development  Ability to assess progress and performance |
| Health & Well being | Understand and support the importance of physical and emotional wellbeing |
| Working with others | Working with partners | Understand the role of others working in and with the Academy  Understand and value the role of parents and carers in supporting children |
| Relationships | Ability to establish rapport and respectful and trusting relationships with children, their families and carers and other adults |
| Team work | Ability to work effectively with a range of adults |
| Information | Know when, how and with whom to share information  Ability to follow instructions accurately |
| Responsibilities | Organisational skills | Good organisational skills  Ability to remain calm under pressure |
| Line Management | Ability to support the work of volunteers and other teaching assistants in the classroom |
| Time Management | Ability to manage own time effectively |
| Creativity | Demonstrate creativity and an ability to resolve routine problems independently |
| General | Equalities | Awareness of and commitment to equality |
| Health & Safety | Basic understanding of Health & Safety |
| Child Protection | Understand and implement child protection procedures |
| Confidentiality/Data Protection | Understand procedures and legislation relating to confidentiality |
| CPD | Be prepared to develop and learn in the role and to undertake appropriate CPD as required. |