

Job Description

Faculty/Department	Learning Support
Job Title:	Learning Support Assistant
Grade:	3.1 – 3.10
Post Purpose:	To provide high quality support for students by removing barriers to learning in order to promote effective participation, enhance individual learning, raise aspirations and achieve their potential.
Accountable to:	Special Needs Co-ordinator
Duties, Responsibilities and Key Tasks:	<p>Planning & Setting Expectations:</p> <ul style="list-style-type: none"> ▪ Support in the planning of effective lessons, activities and sequences of lessons to meet the individual needs of all students. ▪ Contribute to the development of differentiated lessons and resources for learning. ▪ Use information and prior attainment data to support students in their learning ▪ Liaise with SENCo and other sources of support as appropriate. <p>Supporting Student Learning:</p> <ul style="list-style-type: none"> ▪ To support learning and personal development through one to one and small group interventions and other supportive relationships ▪ Use support methods which keep students engaged, including stimulating students' intellectual curiosity, effective questioning and response, clear presentation and good use of resources. ▪ Set high expectations for students' behaviour, establishing and maintaining a good standard of discipline through well-focused interventions and through positive and productive relationships. ▪ Engage and motivate students, taking appropriate action to tackle any under-achievement or disaffection. ▪ Give positive and targeted support to identified students. Implement and keep records on progress towards IEP targets. ▪ Guide and motivate students' individual and collaborative study skills. ▪ Work independently with groups to effectively develop students' literacy, numeracy and ICT skills; ▪ liaise with teaching staff to provide effective, targeted support to students <p>Assessment and Evaluation:</p> <ul style="list-style-type: none"> ▪ Consistently and effectively monitor the progress of students and give clear and constructive written and oral feedback as required ▪ Participate in the self-evaluation of own practice.

	<p>Managing Resources:</p> <ul style="list-style-type: none"> ▪ Maintain existing resources and contribute to the development of new resources. ▪ Ensure the effective and efficient use of learning resources. ▪ Prioritise and manage own time effectively. <p>Managing own performance and development:</p> <ul style="list-style-type: none"> ▪ Achieve challenging professional goals. ▪ Take responsibility for own professional development and use the outcomes to improve support and students' learning. ▪ Keep up-to-date with knowledge of support strategies. ▪ Take account of wider curriculum developments. <p>Other Specific Duties:</p> <ul style="list-style-type: none"> ▪ Acting as scribe/reader for students in controlled assessments and/or exams ▪ Any other reasonable duties requested by the Principal
<p>Routine Tasks</p>	<ul style="list-style-type: none"> • To promote actively the school's policies. To promote actively the school's policies. • To continue personal development as agreed. • To comply with the school's Health and safety policy and undertake risk assessments as appropriate. • To have professional regard for the ethos, policies and practices of the school and Trust, and maintain high standards in your own attendance and punctuality
<p>General</p>	<ul style="list-style-type: none"> • To be aware of the Trust's duty of care in relation to staff, students and visitors and to always comply with the health and safety policy. • Some working flexibility will be required to meet the demands of this post. • To establish and maintain positive, constructive, and professional working relationships with staff, visitors, students, parents, and other professionals of the Trust. • To be aware of and comply with the codes of conduct, regulations and policies of the Trust and its commitment to Equality, Diversity and Inclusion. Act in a courteous way at all times in communications with both colleagues and all stakeholders. • To contribute to whole School and Trust events as and when required. • To develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated to support the development of the school. • To carry out any other reasonable duties or requests of your Line Manager and/or Head of School, that are in keeping with this post or as may be determined from time to time.

This job description reflects the principal accountabilities of the post holder and identifies the level of responsibility as which they will be required to work. In the interests of effective working, the major tasks may

be reviewed on an annual basis to reflect changing business needs and circumstances. Such reviews, and any consequential changes, will be carried out in conjunction with the post holder. It does not form part of your contract of employment.

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All posts are defined as Regulated Activity and therefore this post is subject to an Enhanced DBS.

PERSON SPECIFICATION

ATTRIBUTE	Essential (E) or Desirable (D)	Assessment
Qualifications		
GCSE Maths & English A*-C (or equivalent)	E	A
Formal qualifications to demonstrate competence in basic skills/learning support	E	A
Post 16 qualifications	D	A
Appropriate vocational qualification or degree	D	A
Knowledge and experience		
Experience of learning support across the age and ability range	D	A/I
Experience of contributing to learning enrichment activities	D	A/I
Experience of liaising with parents.	D	A/I
Experience of working with students within an education setting	D	A
Previous experience of working within a school environment	D	A/I
Understanding of the learning support role in schools and the work of external agencies	E	I
Understanding of the potential of e-learning	D	I
Skills		
Excellent IT skills, including microsoft office, Teams, etc		
Ability to build good, effective working relationships with key stakeholders	E	A/I
Ability to communicate with a variety of staff at different levels	E	A/I
Ability to be flexible to support the needs of the trust	D	I
Ability to work independently and to use initiative	E	A/I
Excellent IT skills (Microsoft Office and HR Systems)	D	A/I
Highly organised, able to prioritise the work of the team	E	A/I
Ability to build professional relationships with students based on respect.	E	A/I
Highly organised with good organisational skills.	E	I
Ability to explain ideas clearly and succinctly.	E	I
Ability to give and receive effective feedback and act to improve own performance and that of others.	E	I
Ability to ask for advice and support where necessary.	E	I
Self-motivating with a positive outlook.	E	I
Ability to work to deadlines and under pressure.	E	I

Excellent attendance and punctuality record.	E	I
Personal attributes		
Demonstrate and adhere to MKET core values	E	J
Adhere to GDPR guidelines and the Trust's internal procedures	E	I
Adhere to the Trust's Safeguarding and Prevent policy	E	I
Adhere to Health and Safety Policy	E	I
Commitment to own professional development	E	I/A
Commitment to equality and diversity in the workplace	E	I

A = Application
 I = Interview
 T = Task/Activity
 R = References

I confirm that I have received a copy of the above job description for this role.

..... Date

Signature