



The Aylesbury Vale Academy

RESPECT | ASPIRATION | RESILIENCE

LEARNING SUPPORT ASSISTANT: RANGE 3

Accountable to the Special Educational Needs Co-ordinator



Chair of Governors: Mr R Scott

Principal: Mr G Gibson

JOB PURPOSE

To work with individual and small groups of students, aged 2 to 18, under the direction of the class teachers and the SENDCo.

To follow the Academy's Safeguarding policy and procedures and ensure the wellbeing of all students in their care is their highest priority.

The holder of this post is expected to carry out the professional duties of a Learning Support Assistant as described below.

ACCOUNTABILITY

The post-holder is accountable to the SENDCo.

The holder of this post is expected to carry out the duties of a Learning Support Assistant as described below, as circumstances may require and in accordance with the Academy's policies under the direction of the Academy Principal.

DUTIES AND RESPONSIBILITIES

The Learning Support Assistant will be a member of a multi-disciplinary team under the leadership of the SENDCo. In co-operation with the line manager and under the agreed educational plan, the post-holder will support the Academy Strategic Plan. In undertaking this job, the post-holder will maintain the skills and competencies described within the job description.

- To assist in the support and inclusion of students with Special Educational Needs within the Academy.
- To assist the Academy, on occasions, through liaison with other professionals.
- To assist in the support of learners developing independence in the classroom, small groups and on a 1:1 basis as required.
- To act as key worker to identified students.
- To prepare fully for your role within the classroom.
- To deliver high quality, evidence based 1:1 and small group support using structured interventions.
- To support students to make explicit connections between learning from everyday classroom teaching and structured intervention.
- To oversee provision for an identified Key Stage or broad area of need as directed.
- To support in the Performance Management process
- To undertake any reasonable task as directed by the Academy Principal.

Support for students:

- To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the students to be supported across the curriculum.
- To aid students to become independent, co-operative and collaborative learners both in groups and independently by:-
 - Clarifying and explaining instructions.
 - Ensuring the student is able to use equipment and materials provided.
 - Motivating and encouraging.
 - Help students to concentrate on, and finish work set.
 - Developing appropriate resources to support students.
 - Meeting physical needs as required, whilst encouraging independence.
- To establish a supportive relationship with the students and their parents/carers.
- To encourage acceptance and inclusion of all students with additional needs.

- To develop methods of promoting/reinforcing the students' self-esteem and management of their own learning.
- To follow the Behaviour Policy by following Academy procedures.
- To support access to learning through the effective use of ICT.
- To support students in assessment activities including examination concessions.

Support for Teachers:

- To take an active role in the development of Support Plans and/or provision maps for students who require support.
- To assess and record students' progress, in conjunction with the Class Teacher.
- To participate in the evaluation of the Support Plans and provision maps.
- To provide regular feedback about the student to the Class Teacher and the SENDCo.
- To add value to what the teacher does in the classroom, not replace them.
- To assist teachers in displaying students' work and achievement.

Support for Academy:

- Where appropriate, to develop good relationships between home and school including contributing to records and meetings.
- To liaise, advise and consult with other members of the team supporting the students.
- To contribute to reviews and reports of students' progress, as appropriate.
- To attend relevant in-service training days, and follow a programme of continued professional development through the Academy's Performance Management process.
- Under the guidance of the SENDCo, undertake intervention work with individual or small groups of students.
- To support students on extended school activities.
- To support the pastoral policies of the Academy by undertaking the role of Co-Tutor including the registration of students.
- To cover for absent colleagues in supporting students.
- To be aware of confidential issues and to keep confidences appropriately.
- To adhere to and follow the Academy's policies on safeguarding, health and safety, Inclusion and SEN, Behaviour Management, Information Sharing and Data protection.

HEALTH AND SAFETY

It will be the duty of every employee while at work to take reasonable care for the Health and Safety of themselves and of other persons who may be affected by their acts or omissions at work.

This job description may be amended at any time following discussion between the Executive Principal and the member of staff and will be reviewed annually as part of the Performance Management process.