



# Venerable Bede Church of England Academy

## Job Description

**Job Title:** Learning Support Assistant (Term Time Only + 5 inset days = 39 weeks per year) 37 hours (temporary post linked to specific pupil funding and may be time limited)

**Salary Range:** £20,092 - £20,903 (pro rata to weeks worked)

**Line Manager:** SENDCo

**Verifier for Performance Management:** SENDCo

### Purpose of Job

To support and assist teachers as part of a professional team to contribute to raising standards of pupil achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and/or senior colleagues, in line with the academy's policies and procedures. To provide appropriate admin support to the SENDCo including development of support plans, writing of reports and co-ordinating work with other professionals, as well as general clerical duties.

### Principal Responsibilities

1. Providing support for the SENDCo, pupils, teachers and the whole academy as outlined below.

### Main Duties

#### Support for the Teacher

1. Raising awareness to teaching staff of the strengths and problems of individual pupils.
2. Assisting teaching staff in the monitoring, recording and evaluation of pupils' progress, including providing feedback on observations undertaken.
3. Assisting in the assessment of individual pupils.
4. Liaising with the SENDCo and teaching staff, to identify the needs of the pupils.
5. Assisting in the preparation and review of Support Plans including co-ordinating relevant information for Support Plans.
6. Setting up and using equipment as required to maintain pupil's needs and support their participation in learning tasks and activities.

7. Providing support to teachers in developing effective approaches to manage behaviour and discipline problems.
8. Raising the awareness of academy staff to pressures on pupils which may result in behavioural problems.
9. Assisting in the setting of behaviour and learning targets.
10. Assisting in compiling and maintaining pupil records, collating information and preparation of information for meetings within school and with other professionals.
11. Assisting in the review of the statement of special educational needs and EHCP Assessment requests and reviews.
12. Carrying out appropriate schemes of work and programmes set by the teaching staff for pupils and to assist in the preparation of learning materials for this purpose.
13. Managing the planning and programming of specific educational activities for the pupils.
14. Assisting with literacy and numeracy intervention.
15. Assisting in the preparation of work and other activities for pupils in accordance with objectives set by teaching staff.

#### Support for the Pupil

1. Using specialist knowledge to support pupils.
2. Working with pupils on individual targets set by a member of the teaching staff.
3. Supporting all pupils as and when appropriate.
4. Supporting the reintegration of pupils on school roll to access the curriculum either on an individual basis or as a member of a small group.
5. Assisting in the provision of activities for the fullest development of the pupils which may involve work outside the academy base and in the local community.
6. Under the direction of the SENDCo, be responsible for the compilation of coordination of pupil care plans.
7. Under the direction of teaching staff or senior colleagues, working independently with individual pupils or groups of pupils if this is necessary.
8. Undertaking duties in connection with personal hygiene and welfare of pupils [including administration of medication] as directed both on and off site where required.
9. Applying considerable knowledge and understanding of the curriculum, age range, or SEN as determined by the SEN Code of Practice or the particular needs of the pupils.
10. To mentor pupils.
10. To be responsible for the escort and welfare of pupils on offsite provision when appropriate.

## Support for the Academy

1. Participating in meetings to review pupil progress and reporting to the meeting as required, on involvement with pupils.
2. Liaising with partner schools, educational and health specialists, and outside agencies as required, to prepare information for statutory reviews and request for EHCP Assessment.
3. Contributing to the whole Academy's Self Evaluation process when appropriate.

## General Requirements

1. Attending and participating in training and development activities as required.
2. Participating in schemes of assessment, professional development and review.
3. Assisting teaching staff or senior colleagues in escorting pupils home as and when required.
4. Attending meetings, liaising and communicating with colleagues in the academy, outside agencies and other relevant bodies.
5. Being an effective role model for the standards of behaviour expected of pupils.
6. Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the academy directors and the local authority.

## Professional Values and Practices

1. Having high expectations of all pupils; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
2. Treating pupils consistently with respect and consideration, and being concerned with their development as learners.
3. In line with the academy's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
4. Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
5. Reflecting upon and seeking to improve personal practice.
6. Working within academy policies and procedures and being aware of legislation relevant to personal role and responsibility in the academy.
7. Recognising equal opportunities issues as they arise in the academy and responding effectively, following academy policies and procedures.
8. Building and maintaining successful relationships with pupils, parents/carers and staff.

9. To undertake any other duties commensurate with the post.

### **General**

The post holder must act in compliance with data protection principles in respecting the privacy of personal information held by the academy.

The post holder must comply with the principles of the Freedom of Information Act 2000 in relation to the management of academy records and information.

The post holder must carry out their duties with full regard to the academy's Equal Opportunities Policy, Code of Conduct, Child Protection Policy and all other academy policies.

The post holder must comply with the academy's health and safety rules and regulations and with health and safety legislation.

Reviewed: July 2020

Next review date: July 2021