

## Job Description: Learning Support Assistant

<b>Reporting to:</b>	<b>Intervention Lead/SENCo</b>
<b>Location:</b>	<b>Camberwell, London</b>
<b>Contract:</b>	<b>Fixed Term until 31<sup>st</sup> July 2027</b>
<b>Working Pattern:</b>	<b>Full time 39 weeks per year (term time only)</b>
<b>Working Hours:</b>	<b>8.10am to 4.30pm</b>
<b>Salary:</b>	<b>Grade 6 Point 8 £26,052.76-£30,744.11 (pro rata)</b>

### The Role

Ark All Saints Academy Learning Support Assistant will have responsibility for the education and intimate care needs of scholars with additional needs. This includes working in partnership with Teachers, SENCo, Heads of Departments and other professionals to ensure that scholars needs are effectively met and that they can access the school curriculum daily through the use of assisted technology. The LSA supports the medical carer with daily intimate care needs and delivers specialist care, following advice and guidance of medical professionals that are involved in each scholars care plan.

### Key Responsibilities

#### Learning Support

- To promote inclusion and acceptance of all scholars in the school, including those with physical, learning and behavior difficulties
- Contribute to understanding the development of SEN Provision across Ark All Saints
- To work with teachers to assess the needs of individual children
- To work with the SENCO and other teachers to implement Individual Education Plans and develop resources for scholars who have: Special Educational Needs (SEN), English as a second language, speech or language impairments, Visual Impairments or behaviors that interfere with learning and/or relationships
- To plan and facilitate small group teaching
- To plan and undertake direction for one to one teaching
- To observe, record and feedback information of scholar performance
- To assist in creating materials for curriculum delivery
- To modify learning resources appropriately to meet the needs of scholars with additional needs, with a particular reference to scholars with physical disabilities
- Contribute to the development of provision for scholars with additional needs, with a particular reference to the care of scholars with physical disabilities
- To assist with whole class teaching
- To assist with behavior management within and outside the classroom
- To assist scholars' achievement outside of the classroom, e.g., computer lab, library

## Other

- Actively promote the safety and welfare of our children and young people
- Assist with follow-through for related services, e.g. speech/language therapy
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Supervise scholars in playgrounds, lunchtimes etc
- Maintain scholar and family confidentiality
- Main stock supplies and distribute as required
- Attend regular meetings and training as required
- Undertake other various responsibilities as directed by the Leadership Team
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This is a fairly new role, and it is recognised that the nature of the individuals' job may change, and therefore we will consult with the post holder if and when the job description needs to be revised.

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

# Person Specification: Learning Support Assistant

## Qualifications

- English and Mathematics GCSE at grade C or above (or equiv)
- Certified teaching assistant course or training or commitment to work towards these
- Degree level qualification desirable
- Certified teaching assistant course or training would be beneficial
- First aid qualification is desirable but not essential

## Knowledge, Skills and Experience

- Experience establishing successful learning relationships with students at the relevant age, treating them consistently with respect and consideration
- Experience of working with children with SEN or other additional needs desirable
- Able to deal with minor incidents, first aid, personal hygiene and health of scholars
- Experience and/or understanding of the Learning support role and in particular classroom, organisation and management.
- Experience of working with outside agencies and families (desirable)
- Ability to communicate effectively with students, parents and multi-agencies partners
- Knowledge and understanding of how to effectively implement particular strategies and routines to help students to improve their learning and to establish outstanding behaviour management
- Good numeracy and literacy skills
- Good written and oral communication skills
- Good administrative and organisational skills
- Competent with computers and other technology
- Ability to speak another language, play a musical instrument or coach a sport desirable, not essential.

## Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement
- To be a learner and continually seek professional development opportunities
- Helpful, positive, calm and caring nature
- Motivation to continually improve standards and achieve excellence

## Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*