



Ark Elvin Academy

Job Description: Learning Support Assistant

Reporting to:	SENCO
Start date:	ASAP
Location:	Ark Elvin Academy
Contract:	Full-time, permanent (40 hours per week) – working hours to be agreed with line manager.
Salary:	Ark Support salary band 5, point 5 - 13

The Role

To work with the SENCO to provide tailored support to pupils who have special educational needs and/or disabilities. Learning Support Assistants play a vital role in supporting pupils, both in a one-to-one setting and in larger and whole class groups.

Key Responsibilities

- To plan tailored interventions for individual pupils.
- To provide in class support for pupils, as directed by the SENCO and class teachers.
- To work with class teachers to plan support in lessons.
- To liaise with families to gain a thorough understanding of the needs of pupils.
- To update pupil records as required.
- To assist student/s with their physical/personal care/medical needs as required.
- To share information about individual pupils with teachers and other colleagues so that all colleagues understand differentiation needs and how best to support learners.
- To prepare additional resources for pupils as required.
- To carry out duties around the school to support the smooth running of the school and promote school values.
- To carry out additional interventions and assessments as required, e.g. reading tests and phonics interventions.
- To liaise with primary schools to gather further information to support the learning of pupils before they join year 7.
- To support pupils with post-16 applications and understanding of post-16 education.

Other

- Undertake other various responsibilities as directed by the Principal

This job description sets out the main duties of the post at the time of drafting. It cannot be read as an exhaustive list. These responsibilities will be discussed annually as part of the postholder's annual performance review and are subject to change. However, it may be altered at any time subject to need in consultation with the postholder subject to the Principal's approval.

Person Specification: Learning Support Assistant

Qualifications

- Right to work in UK
- Good literacy and numeracy
- Degree level qualification (ideally 2:1 or above)

For those interested in training to teach:

- GCSE math's and English at grade C or above or equivalent (this a national requirement to enter teacher training)

Knowledge, Skills and Experience

- Experience of establishing successful learning relationships with a variety of children at the relevant age
- Experience and/or understanding of the role of a learning support assistant
- Relentless drive to do whatever it takes to ensure all pupils succeed.
- Embody our core values – integrity, courage, community and mastery – in all aspects of work and conduct.
- The belief that with the right environment all our pupils are able to excel at university, or in a meaningful alternative.
- The courage and conviction to make a difference.
- The ability to listen and communicate effectively.
- Empathy and the ability to understand the needs, aspirations and motivation of diverse individuals and groups.
- The ability to influence and motivate others.
- Develop and communicate a shared vision.
- Model desired behaviour and values.
- Empower, support and coach others.
- Hold others to account for high standards of performance.
- Understand and resolve conflict.
- Identify, analyse and resolve problems and issues.
- Develop plans with concrete outcomes and effective solutions.
- Evaluate results and identify necessary actions.
- Make fact-based decisions.

Personal Characteristics

- Sustain energy, optimism and motivation in the face of pressure and setbacks.
- Stay calm in difficult situations and maintain clarity of vision.
- Be adaptable in the face of adversity.
- Awareness of own strengths and limits.
- Commitment to ongoing improvement and learning.
- A passion for own role and that of others.
- Focus on achieving challenging goals and results.
- Resourcefulness and flexibility in delivering outcomes.
- Effective team worker and leader.
- Demonstrates resilience, motivation and commitment to driving up standards of achievement.
- Acts as a role model to staff and students.
- Vision aligned with Elvin's high aspirations, high expectations of self and others.

Other

- 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 our academies. To meet this responsibility, we follow a rigorous selection process, details of which can be provided if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check.