**Job Description: Learning Support Assistant**

The Role

In this role you will support the Inclusion team, and the wider school community, by taking responsibility for the engagement and learning of pupils identified as having Special Educational Needs.

Key Responsibilities

**Support for Pupils and Teachers**

* Support children across the Early Years and act as Key Worker to vulnerable pupils and/or pupils with Special Educational Needs.
* Work with pupils on an individual and/or small group basis, in and out of lessons.
* Plan and implement strategies to support pupils with Special Educational Needs to access the curriculum.
* Develop and produce resources for pupils with SEN.
* Support staff members in creating an effective and safe learning environment, by following risk assessments, personal evacuation plans and school policy and procedure.
* Work with teachers to assess the needs of individual children, implement Education, Health and Care Plans, School Support Provision Plans, Individual Learning Plans, Pupil Passports and Individual Behaviour Plans and monitor their use and effectiveness.
* Follow advice given by professionals to tailor the curriculum to meet the needs of pupils with Special Educational Needs.
* Deliver language programmes, as advised by Speech and Language Therapists, to enhance early language and communication skills.
* Provide structured daily opportunities for development using the Attention Autism approach, working on the fundamentals of language, awareness of others, attention, listening and turn taking.
* Create and follow a structured timetable, using visuals, now and next boards and objects of reference.
* Support pupils with Special Education Needs with self- help skills and personal care, including toileting/nappy changes, where needed
* Ensure the safety of pupils who, due to Special Educational Needs, may lack an awareness of danger.
* Support pupils on an individual and/or small group basis at break and lunchtimes, both when eating and in the playground with appropriate activities.

**Support for the Inclusion Team**

* Develop and monitor the impact of pupil specific engagement activities.
* Monitor the progression of all identified pupils and implement interventions.
* Analyse and provide feedback on pupil progress to the Inclusion Lead.
* Attend training and undertake personal research to continually upskill knowledge on supporting pupils with SEND, and share this knowledge with the Inclusion Team.

Other

* Actively promote the safety and welfare of our children and young people.
* Act as a translator for school/family meetings if a community language is spoken.
* Support on school trips or during before/afterschool clubs where required.
* Ensure compliance with Ark’s data protection rules and procedures.
* Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy.
* Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required.

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 equivalent)
* Certified teaching assistant course or training or commitment to work towards these

Knowledge, Skills and Experience

* Experience establishing successful learning relationships with pupils at the relevant age, treating them consistently with respect and consideration
* Experience and/or understanding of the Learning support role
* An understanding of the importance of Safeguarding
* Experience of working with outside agencies and families (desirable)
* Ability to communicate effectively with pupils, parents and multi-agencies partners
* Knowledge and understanding of how to effectively implement particular strategies and routines to help pupils to improve their learning and to establish outstanding behaviour management
* Good numeracy and literacy skills
* Good administrative, organisational and computer skills
* Experience in developing and delivering programmes of interpersonal skills, behaviour management.
* Ability to provide clear and consistent adult-modelling to promote communication skills.
* Knowledge of Education, Health and Care Plans & Send Support Provision Plans and experience in implementing these.
* Team Teach training (or equivalent) – desired
* Ability to speak a community language is desirable

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 pupil 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

Other

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

*This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent English is an essential requirement for the role.*

*Ark is committed to safeguarding and promoting the welfare of children and young people in our academies.  In order to meet this responsibility, we follow a rigorous selection process. This process is outlined* [*here*](http://arkonline.org/sites/default/files/Ark_safe_recruitment.pdf)*, but can be provided in more detail if requested. All successful candidates will be subject to an enhanced Disclosure and Barring Service check*.