



## **Job Description**

**Job Title:** Learning Support Assistant

**Location:** Unity City Academy

**Hours of work:** 30 hours per week

**Reports to:** Julie Halliday

## **Purpose of the Role:**

To provide an efficient and high quality support service to students at Unity City Academy and champion teaching strategies as well as support and an understanding of students with special educational needs. We are seeking to appoint a highly effective individual to provide an efficient and high-quality support service to our looked after cohort of students at Unity City Academy and champion teaching strategies and interventions for students. Specific support for KS4 Core subjects is a consideration for the successful candidate so an understanding of the National Curriculum is essential.

To promote and adhere to the Trust's values to be unusually brave, discover what's possible, push the limits and be big hearted.

## **Responsibilities:**

- promote the inclusion of students.
- liaise with the class teacher to work with students to target identified learning needs.
- work with subject teachers to ensure lesson materials are used effectively in order for students to make the expected progress towards their target levels.
- work with subject teachers to identify the students strengths and weaknesses and contribute to SMART target setting specific to their progress and as outlined in their SEND Support Plan or EHCP.

## **Duties:**

- To develop an understanding of the learning needs of students and use this knowledge to support them to become independent learners in the classroom.
- To take into account a student's learning needs and ensure their access to the lesson and its content through appropriate clarification, explanations, and use of equipment and materials.
- To develop the study and organisational skills of students, enabling them to remain focused in lessons and be able to execute tasks effectively.
- To provide support for student's emotional and social needs by encouraging and modelling positive behaviour and demonstrating high expectations, in line with the Academies' Behaviour policy.
- To assist with the general pastoral care of the students, and be assigned as a tutor to work with a group of students within the internal alternative provision.
- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To contribute to the review of academy policies as appropriate.
- To accompany teaching staff and students on visits, trips and out of school activities as required.
- To attend and participate in relevant meetings



## General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the Academy's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment.

## Our values:

The post holder will be expected to operate in line with our values which are:

- Be unusually brave
- Discover what's possible
- Push the limits
- Be big hearted

## Other clauses:

1. The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment
2. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
3. The job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post.
4. This job description may be varied to meet the changing demands of the academy at the reasonable discretion of the Principal/Group/Chief Executive
5. This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.
6. Postholder may deal with sensitive material and should maintain confidentiality in all academy related matters.

## Safeguarding

Academies Enterprise Trust and all of our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We adopt a robust, fair and consistent recruitment process which is inline with Keeping Children Safe in Education guidance. This includes online checks for shortlisted candidates. All offers of employment are subject to an Enhanced DBS check, references, and where applicable, a prohibition from teaching check.



## **Equality, Equity, Diversity and Inclusion**

At AET, we want all of our employees to feel included bringing their passion, creativity and individuality to work. We value all cultures, backgrounds and experiences, and we truly believe that diversity drives innovation. Join our family and help us inspire every child to choose a remarkable life.





**Person Specification**

**Job Title: Learning Support Assistant**

<b>General heading</b>	<b>Detail</b>	<b>Essential requirements:</b>	<b>Desirable requirements:</b>
<b>Qualifications</b>	Qualifications required for the role	<ul style="list-style-type: none"> <li>GCSE English &amp; Maths Grade A* - C or equivalent</li> </ul>	
<b>Knowledge/Experience</b>	Specific knowledge/ experience required for the role	<ul style="list-style-type: none"> <li>Working with young people with 'Cognition and Learning' SEN and or young people with SEMH needs</li> <li>Working with students with special needs and/or learning disabilities</li> <li>Numeracy – Basic level numerical experience</li> <li>Technology – Knowledge and experience of using IT packages i.e. Microsoft Word, Excel, Outlook, SIMS</li> </ul>	<ul style="list-style-type: none"> <li>Experience of basic administrative and clerical process and procedures</li> </ul>
	Abilities	<ul style="list-style-type: none"> <li>Written – Ability to record basic information and undertake written tasks as required</li> <li>Verbal – Experience of exchanging information clearly in person and by telephone. Ability to deal with situations in a sensitive manner both in person and by telephone</li> <li>Relationships – Experience of forming appropriate and productive relationships with students, staff and parents</li> <li>Team work – Proven experience of effective</li> </ul>	



		<p>team and independent working</p> <ul style="list-style-type: none"> <li>● Confidentiality – Comprehensive understanding of confidentiality issues within a school environment</li> </ul>	
<b>Personal Characteristics</b>	Behaviours	<ul style="list-style-type: none"> <li>● A positive attitude</li> <li>● A relentless drive for improving the outcomes of students</li> <li>● Continuous Professional Development – Commitment to increasing own learning and development</li> </ul>	<ul style="list-style-type: none"> <li>● Creativity – Ability to work on own initiative</li> </ul>
	Values	<ul style="list-style-type: none"> <li>● Ability to demonstrate, understand and apply our values <ul style="list-style-type: none"> <li>○ Be unusually brave</li> <li>○ Discover what's possible</li> <li>○ Push the limits</li> <li>○ Be big hearted</li> </ul> </li> </ul>	
<b>Special Requirements</b>		<ul style="list-style-type: none"> <li>● Successful candidate will be subject to an enhanced Disclosure and Barring Service Check</li> <li>● Right to work in the UK</li> <li>● Evidence of a commitment to promoting the welfare and safeguarding of children and young people</li> </ul>	

