

JOB DESCRIPTION

Post title:	Learning Support Assistant - Literacy
Academy:	Excelsior Academy
Reporting to:	Vice Principal
Salary/Pay range:	Salary Point 9-12
Hours of work:	37 hours per week, term time only

Purpose of Job

To contribute to the delivery of the national curriculum and provide support for pupils, the teacher and the school in order to raise standards of achievement for all, by utilising knowledge and skills when assisting with planning, monitoring, assessing and managing classes.

To work collaboratively with teaching staff in the whole planning cycle and the management/preparation of resources. Also, to deliver learning to individuals, small groups and whole classes.

To encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

Main Duties and Responsibilities

- Provide specialist support to pupils with learning, behavioural, communication, social, sensory or physical difficulties (SEND);
- Provide specialist support to pupils where English is not their first language;
- Plan, prepare and deliver learning activities for individuals and groups of pupils under the professional direction and supervision of a qualified teacher, differentiating and adapting learning programmes to suit the needs of individual pupils;
- Be aware of and work within school policies and procedures;
- Assess, record and report on development, progress and attainment as agreed with the teacher/SEND Co
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved to the attention of the teacher;
- Work with parents and help pupils to reach their full potential both academically and socially;
- Plan and evaluate specialist learning activities with the teacher, including writing reports and records and providing focused personalised provision as required;
- Select and adapt appropriate resources/methods to facilitate agreed learning activities;
- Maintain a clean, safe and tidy learning environment;
- Ongoing guidance and support of pupils in their social development and their emotional well-being, reporting problems to the appropriate person;
- Supply specialist support with direction and guidance from teaching staff, allowing pupils to access the curriculum and participate fully in school activities;
- Under the guidance of a teacher support the role of parents/carers, in pupils' learning and contribute to meetings with parents/carers to provide constructive feedback on pupil progress/achievement;
- Contribute to the development of policies and procedures.

- Establish and maintain relationships with families, carers and other professionals, e.g. speech therapists;
- Provide cover on a non-timetabled basis while cover is not available
- Supervise the work and development of other classroom staff as appropriate;
- Be responsible for the preparation, maintenance and monitoring of stocks of materials and resources;
- Invigilate examinations and tests; when required.
- Accompany teaching staff and take responsibility for pupils on visits, trips and out of school activities as required;
- Assist with the supervision of pupils out of lesson times, as part of the staff duty rota
- Prepare and present displays;
- Assist pupils with eating, dressing and hygiene, as required, whilst encouraging independence;
- Provide pastoral care to children
- Provide basic first aid, if appropriate, ensuring timely referral to health service in emergency situations;
- May be asked to administer medications subject to agreement and in line with school policy;
- Support pupils to develop their skills of independence, resilience and confidence;
- Implementation of support plans and EHCPs;
- Work with pupils not working to the normal timetable;
- Support the use of ICT in the curriculum.
- To support the cover of lessons when required.

School Ethos

- Be aware of and comply with policies and procedures relating to child protection, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure that all pupils have access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;
- Maintain good relationships with colleagues and work together as a team;
- Appreciate and support the role of other professionals;
- Attend relevant meetings as required;
- Participate in training and other learning activities and performance development as required;
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory;
- Any other duties as may reasonably be requested by the Principal. The above duties do not define or include all tasks required of the post holder. Duties and responsibilities may vary without changing the level of responsibility.

Health & Safety

- Ensuring that area of work complies with legislation relating to Health & Safety and observe and implement specific responsibilities in relation to these matters as detailed in the Policy for Health & Safety;
- Provide support in an emergency or evacuation situation, in a calm professional manner. Actively provide information to any emergency service when requested to do so.

Safeguarding

- Be aware and familiar with academy policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Taking appropriate action in accordance with academy policies and Keeping Children Safe in Education 2024 where required.