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| **Learning Support Assistant (Level 2)**  **West Drayton Academy** | |
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| **Job Description** | |
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| **Reporting to** | Phase Leader and Year Group Leader |
| **Grade** | 3 |
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| **Job Purpose** | |
| Under the direction of the class teacher to work unsupervised with individual or groups of children, including those with significant SEND, to deliver learning support programmes and assist the teacher in the preparation of resources and delivery of the Curriculum. To perform any other duties which reasonably fall within the responsibility areas of the post, which may be allocated by SMT/SLT/SENDCo after consultation with the post holder. | |
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| **Key Accountabilities** | |
| The following list is not intended to be exhaustive but indicates the range of duties and the level of responsibility involved.  **Main Duties and Responsibilities**   * Develop and use knowledge and skills e.g.: english, maths, science and foundation subjects to contribute to pupil learning; * Develops and uses knowledge and skills acquired from training opportunities to promote high quality inclusion; * Assist with the planning, preparation and development of work programmes for groups/individuals; * Prepare resources to support a range of learning activities; * Work with small groups or individual pupils to enable learning; * Organise and maintain the learning environment and takes responsibility for aspects of class organisation, administration and display; * Monitor, evaluate and record pupil progress and report this as directed; * Provide support to the teacher by accompanying pupils on off-site activities; * Work as part of a team to ensure that the well-being, behaviour and personal development of pupils enhances their learning opportunities and life skills; * Discuss with the teacher and contribute to curriculum and classroom planning - informally and at meetings; * Supporting identified children with self-care needs, including support with toileting where appropriate.   **General**   * Maintain confidentiality in and outside the workplace; * Understand and support the implementation of academy policies; * Promote the inclusion and acceptance of all pupils; * Be aware of and understand safeguarding protocol and procedures and the importance of taking appropriate action; * Attend and participate in meetings and training opportunities; * Carry out any other reasonable tasks/duties as required by The Trust in accordance with the needs of The Trust.   This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation.  All staff at West Drayton Academy are expected to give adequate notice when absent through sickness, the designated absence manager should be notified by 7.00am on the day of absence, in order for cover to be organised.  It is important that staff are familiar with the policies that cover; Health & Safety, Behaviour, Equality and Inclusion, Child Protection. All staff are issued with a Code of Conduct and must abide by the content therein. | |
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| Confidentiality | | | |
| During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of The Park Federation Academy Trust or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation. | | | |
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| **Data Protection** | | | |
| During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 2018. | | | |
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| **Safeguarding** | | | |
| In accordance with the commitment of The Park Federation Academy Trust to follow and adhere to the Department for Education guidance entitled “Keeping Children Safe in Education”, it is the individual’s responsibility to promote and safeguard the welfare of children and young people in the Academy. A satisfactory DBS check is required for this post. | | | |

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| **Person Specification**  **Learning Support Assistant** | | |
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| **Criteria** | **Essential** | **Desirable** |
| **Experience & Qualifications** | 1. Literacy and maths at GCSE grade A-C or NVQ level 2 or equivalent; 2. Experience of working with children in an educational setting or similar including voluntary work or working at home. | 1. Experience working with children in a range of settings, supporting their social and educational development. |
| **Skills & Knowledge** | * Good level of written and spoken English. * Numerate. * Sound IT skills to support learning and maintain electronic information systems. * Able to plan, prioritise and organise own work schedule. * Able to undertake administrative procedures to support the work of the teacher. * Able to follow and interpret instructions and guidance. * Able to clarify and explain instructions to pupils. * Able to communicate effectively with pupils and adults. * Able to work with pupils within school behaviour management policy. * Able to motivate pupils to learn. * Able to assist with the organisation of the learning environment. * Able to prepare resources for teaching and learning activities and create displays. | * A basic understanding of principles of child development and learning processes; * Knowledge and understanding of SEN; * Knowledge of phonics/early reading |
| **Personal Qualities** | * Patient, caring and nurturing personality; * Reliable, punctual and effective team member; * Committed to learning new skills and pursuing professional development; * Able to demonstrate and act upon children’s learning needs; * Able to learn from a range of situations relevant to the school environment; * Accustomed to using their own initiative and the ability to work independently; * Ability to liaise effectively with colleagues and professionals from a range of support services; * Possess a positive and optimistic attitude; * Attitudes and beliefs which mirror the school ethos; |  |

