JOB DESCRIPTION

POST TITLE: Learning Support Assistant level 2

LOCATION/BASED: **North Gosforth Academy**

GRADE: N3

RESPONSIBLE TO: SENCO

CORE PURPOSE: To provide classroom support duties including curriculum related tasks under the direction of the teacher and responding to pupils' social, emotional and physical needs.

MAIN DUTIES & KEY RESPONSIBILITIES

The following list is typical of the level of duties which the postholder could be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

1. Supporting the teacher in general management of the classroom.

2. Undertaking activities, as directed by the teacher, with individuals or small groups of pupils.

3. Providing clerical/admin support, eg photocopying, typing, filing, collection of money, administer coursework and exams.

4. Supervising groups of pupils alone and participating in general activities including giving sensitive support and intervention in children's play.

5. Undertaking routine invigilation and marking

6. To be responsible for the general classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.

7. Assisting in the preparation, maintenance and repair of books, apparatus and equipment, to include cataloguing and stocktaking of all resources

8. Preparing pupils' work for display in the classroom and around the school.

9. Demonstrating creativity in assisting with the practical resourcing of the classroom

10. Working with pupils directly on curriculum related tasks under the direction of the teacher.

11. Assisting in the delivery of all aspects of support to pupils including assessment, recording and reporting procedures and maintenance of Pupil Passport's under the guidance of a designated teacher.

12. Giving relevant feedback to the teacher regarding the social emotional and physical needs of pupils thus offering the teacher support in their assessment.

13. Assisting with monitoring and evaluating the learning environment provided for the pupils in his/her care and use this evaluation to help make necessary changes and developments within the classroom.

14. Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation.

15. Under teacher overall control, accepting shared responsibility for the creation of a safe environment for pupils within and outside the classroom.

16. Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.

17. Providing of general care and welfare by responding appropriately to the social, emotional and physical need of pupils. This might include attending to sick or injured pupils, taking sick pupils home and investigating reasons for absence.

18. May be required to administer medication to pupils by agreement with the jobholder in accordance with the school's policy on the issue.

19. Actively promoting anti-discrimination practices and the School's/Council's Equal Opportunities Policy in all aspects of employment and service delivery.

GENERAL RESPONSIBILITIES

1. To promote and safeguard the welfare of children and young people you come into contact with.

2. Demonstrate the vision and values of the Trust in everyday work and practice.

3. Maintain a positive view of change and be prepared to adapt the role as the Trust grows, matures and evolves.

4. To develop and maintain effective relationships with staff, pupils, parents, Trustees, local Governors, local businesses, and stakeholders.

5. Attend out of hours events as reasonably required.

6. Take responsibility for your own continuing professional development.

7. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

8. Carry out duties in line with the Trust's Policy on Equality and Diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment.

OTHER

The above duties are not exhaustive and you may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to you by the Trust.

It's important that this document is kept up to date, so that everyone knows exactly what is expected of them and misunderstandings are avoided. This job description will be kept under review and may be amended via consultation with the individual and Trust as required.

PERSON SPECIFICATION

POST TITLE: Support Assistant Level 2

SKILLS, KNOWLEDGE AND APTITUDES	ESSENTIAL	DESIRABLE
Excellent oral and written communication skills	✓	
Effective organisation and management skills	✓	
Sympathetic understanding of the broad needs of students aged 11-16	✓	
Ability to maintain paper or electronic records	✓	
Ability to converse at ease with pupils and provide advice in fluent and accurate spoken English	✓	
Willingness to undertake training in specific areas of SEND	✓	
Knowledge of the requirement of the National Curriculum		√
Knowledge of the wide range of agencies working in the areas of learner support		√
QUALIFICATIONS AND TRAINING	**ESSENTIAL**	**DESIRABLE**
Good general education with English and Maths Grace C or above	✓	
Professional qualification relating to support for the learning of young people eg Teaching guidance and social work		✓
Qualifications relating to assisting with Medical procedures		✓
EXPERIENCE	**ESSENTIAL**	**DESIRABLE**
Experience of effective working with young people	✓	
Experience of providing learning/mentor support	✓	
Experience of working in a school environment		✓
Experience of working with students with Cognition and Learning difficulties		✓
Experience of working with students with SEMH difficulties		✓
Experience of working with students with Autism		✓
PERSONAL QUALITIES	**ESSENTIAL**	**DESIRABLE**
Ability to advise and monitor development and performance	✓	
Ability to form effective professional relationships with a wide range of contacts	✓	
Empathy with young people facing barriers to their learning	✓	
Able to plan own workload and meet deadlines	✓	
Able to work under own initiative	✓	
Ability to motivate students	✓	
Ability to form and maintain appropriate relationships and personal boundaries with students	✓	
An interest and commitment to the whole school community		✓
A commitment to child protection and safeguarding.	✓	
SPECIAL REQUIREMENTS	**ESSENTIAL**	**DESIRABLE**
Willing and able to support on the school coaches a couple of times a week before and after school.	✓	

Willingness to undertake further training (if necessary)	✓	
Satisfactory Enhanced DBS clearance with a Childrens Barred List check.	✓	
Medical clearance.	✓	
Minimum of 2 references which are satisfactory to the Trust.	✓	
Evidence of qualification certificates.	✓	
Evidence of Right to work in the UK.	✓	
Full UK driving license and access to a car during working hours.		✓

The Trust is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. The Trust is committed to safeguarding and promoting the welfare of children and young people and it expects staff and volunteers to share this commitment.