

## Hadrian Learning Trust

### JOB DESCRIPTION

<b>Post Title:</b>	Learning Support Assistant	<b>Director/Service/Sector :</b>	Children's Services
<b>Band:</b>	3	<b>Workplace:</b>	HMS Part of HLT
<b>Responsible to:</b>	Assistant Sendco and Assistant Headteacher /SENDCo	<b>Date:</b>	February 2025
<b>Job Description Ref:</b>	S1084		

#### Responsible for:

**Contact with young people:** This role requires regular, ongoing and unsupervised contact with young people. This contact is direct and could potentially be on both a, 1:1 and group basis within the workplace. The degree of responsibility for young people is outlined below in the role and responsibilities area of the form.

#### Job Purpose:

To work under the direct supervision of teaching/senior staff, usually in a classroom with a teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils in the classroom.

<b>Resources</b>	Staff	None
	Finance	Collecting Money
	Physical	School and Classroom Resources, Specialist Equipment (SEND Students)
	Clients	Internal (Teachers, Other Staff, Pupils) and External (Parents, Visitors, Members of the Public external agencies).

#### Duties and key result areas:

##### Organisation

1. The role reports into the Assistant SendCo and indirectly the SENDCo
2. The role is based within the SEND department and classroom environment

##### Support for Pupils

3. Attend to the personal needs of pupils including the implementation of personal learning programmes that may include social, health, physical, hygiene and welfare objectives
4. Supervise and support pupils with special educational needs in their access of learning
5. Establish good relationships with pupils, acting as a role model and responding to the needs of each individual pupil
6. To actively promote inclusive practice within the classroom setting to ensure acceptance of all pupils
7. Encourage pupils to interact with one another
8. Encourage pupils to engage in, and participate in learning activities lead by the subject teacher
9. To encourage pupils to act independently as appropriate
10. To assist SEND pupils on arrival and departure from school as required

### Support for the Teacher

11. Report to the subject teacher, as agreed, on:
  - Pupil problems
  - Pupil progress
  - Pupil achievements
12. Undertake the maintenance of pupil records as directed and where appropriate by the subject teacher and SENDCO
13. Support the teacher in the management of pupil behaviour
14. Contact with parents and carers as directed by SENDCO
15. Provide information to parents and carers as directed by SENDCO
16. To work effectively as part of the SEND Team and with other teaching staff in addressing the special needs of pupils in mainstream as directed by the SENDCO or Senior LSA(SEND)
17. To act upon guidance provided by members of the SEND team and other professionals
18. To attend SEND review meetings when requested

### Support for the Curriculum

19. Help pupils to understand instructions
20. Support pupil learning with respect to all of the local and national learning strategies
21. Support pupils in their use of ICT as directed by the subject teacher and SENDCO
22. Prepare and maintain equipment and resources as directed by the subject teacher and SENDCO

### Administration

23. Undertake typing and word processing and complex IT tasks
24. Communicate with other staff to improve efficiencies
25. Create documents and reports on nominated pupils
26. Record information within Trust MIS's
27. Provide administrative and organisational support to the Assistant SENDCO's /SENDCO
28. Train and develop staff as appropriate

### Whole School Responsibilities

29. Liaise with parents and outside agencies where necessary to establish an understanding of the wider needs of a pupil
30. Attend multi-agency meetings where relevant
31. Provide advice and guidance where relevant for students seeking support
32. Where relevant, liaise with academic team regarding academic support and its implementation
33. Communicate with relevant staff where necessary regarding support in place for pupils
34. Provide advice and guidance to staff, pupils and others across the school as necessary
35. Comply with and assist with the development of Trust policies. The post holder must carry out his/her duties with full regard to the Trust's Child Protection, Equalities and other relevant policies in the terms of employment and service delivery to ensure that colleagues are treated and services delivered in a fair and consistent manner and procedures relating to:
  - Safeguarding and Child protection
  - Health and safety - the post holder is required to comply with health and safety policy and systems, report any incidents/accidents/hazards and take pro-active approach to health and safety matters in order to protect both oneself and others
  - Data protection
  - Confidentiality and data protection Reporting all concerns to an appropriate person.

36. Support the school's policies that ensure equality of opportunity across a range of abilities
37. Contribute to the overall ethos of the school and Work in such a way as to promote the ethos and vision of the school
38. Establish constructive relationships and communicate effectively with external agencies
39. Attend and participate in regular meetings
40. Participate in training and development as required
41. To undertake First Aider training appropriate with the role and nature of activity
42. To undertake other duties and responsibilities as required commensurate with the grade of the post

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to adopt a professional, courteous demeanour at all times during communication with colleagues, visitors, or pupils.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

#### Work Arrangements

Transport requirements:	None
Working patterns:	Monday to Friday
Working conditions:	Office and Classroom based, Mainly indoors with some outdoor activity.

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Transport requirements: Working patterns: Working conditions:	Required to use own transport to travel within and out-with the County Normal work patterns Normally indoors; there may be occasions where you would be required to work at Hexham Middle School or other school within the Trust
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#### PERSON SPECIFICATION

Essential	Desirable	Assess by
<b>Knowledge and Qualifications</b>		
The ability to converse at ease with pupils and colleagues and provide advice in accurate spoken English is essential for the post. As is an ability to fulfil all spoken aspects of the role with confidence through the medium of English.  Good numeracy and literacy skills (Level 2);	Completion of DCSF Teaching Assistant Induction Programme;  NCFE Certificate for Teaching Assistants  Knowledge of KS3 and 4 curriculum	(a), (t), (g)

	Knowledge of strategies to support learning	
<b>Experience</b>		
Working with or caring for children of high or middle school age.	Experience of working with young people with behavioural/emotional/social difficulties	(a), (i), (g)
<b>Skills and competencies</b>		
<p>Basic ICT skills</p> <p>Can relate well to both young people and adults</p> <p>Basic Office skills e.g. photocopying, filing</p> <p>Ability to self motivate</p> <p>Can work as a member of a team and independently</p>		(a), (i), (t)
<b>Physical, mental and emotional demands</b>		
<p>Emotional resilience</p> <p>Ability to work flexibly</p>		(i)
<b>Other</b>		
Willingness to participate in personal and professional development	Evidence of learning beyond the work place	(a), (i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits

Please note that Recruitment and Selection records will be retained and used in accordance with the General Data Protection Regulations (GDPR) 2018 and other legislative provisions.