



AYLSHAM HIGH SCHOOL
Part of Aylsham Learning Federation

Job Description and Person Specification

Job Title	Learning Support Assistant
GR Number	0374
Grade	Scale C
Responsible to	Responsible to the Executive Headteacher or Deputy Head

Role and Context

Job Purpose	Under the direction/instruction of the SENCo: work with individuals/groups to support access to learning for students, primarily for those who have Sen or who are looked after and provide general support to the teacher in the management of students and the classroom.
Other Job Information	Liaise with teachers and other support staff and appreciate/support the role of other professionals. As directed, liaise with parents and volunteers.

Principal Accountabilities (in order of importance)

PRINCIPAL ACCOUNTABILITIES OR ACTIVITIES

Support for Students

1. Supervise and support students ensuring their safety and access to learning.
3. Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs, promote the inclusion and acceptance of all students and encourage students to interact with others and engage in activities led by the teacher or yourself.
3. To attend to the personal and social needs of students and any other special requirements where required depending on the nature of a student's special needs and, wherever possible, making these part of the learning experience.
4. Plan and deliver intervention work with small groups to meet academic, social and emotional need. Record and monitor progress in these interventions.
5. Under agreed school procedures, assist with programmes of special care such as physiotherapy, hydrotherapy or speech therapy, under the direction of the appropriate specialist.



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Support for the Teacher

6. Be aware of student problems, progress and achievements, report to the teacher as agreed and undertake student record-keeping as requested by the SENCo.
7. Support the teacher in managing student behaviour, reporting difficulties as appropriate using the schools systems.

Support for the Curriculum

9. Support students to understand instructions and in undertaking literacy and numeracy and all other tasks as directed by the teacher.
10. Support identified students and groups across the full range of subjects offered within the school and across all year groups as directed.

Support for the School

11. 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.
12. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
13. Attend relevant meetings as required and participate in training and other learning activities and performance development as required.
14. Assist with the supervision of students out of lesson times, including before and after school. Accompany teaching staff and students in visits and out of school activities as required.
15. Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Executive Headteacher.



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Person Specification

This should describe the qualifications, experience, skills and knowledge which are essential to do the job to a fully competent level.

	Essential	Desirable
Qualifications	Good numeracy/literacy skills; Participate in development and training opportunities.	Completion of DfES Teacher Assistant Induction Programme;
Experience	Working with or caring for children of relevant age.	Working with students who have hearing and / or visual impairments. Working with children who are looked after.
Skills/ Knowledge	First Aid training; Use basic technology - computer, video, photocopier; Ability to relate well to children and adults; Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.	

General Information

- The job descriptions details the main outcomes required and should only be updated to reflect **major changes** that impact on the outcomes of the job.
- Job holders must be aware of and comply with all current guidance, policies and procedures relating to safeguarding and ensure that they are in accordance with statutory and Federation safeguarding requirements at all times.
- Job holders must ensure that they have read, understood and act in accordance with current Federation policies, particularly those intended to protect children and employees, for example, health, safety, welfare, safeguarding and inclusion.
- All work performed/duties undertaken must be carried out in accordance



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with relevant County Council, department and Federation policies and procedures, within legislation, and with regard to the needs of our Federation and the diverse community we serve.

- Job holders will be expected to be flexible in their duties and carry out any other duties commensurate with the grade and falling within the general scope of the job, as requested by management.

Ethos

"Learning Together for Excellence"

We believe that every child is capable of achieving success and excellence through hard work, focused concentration and regular deliberate practice.

We are a safe, warm and welcoming community that always looks to treat each other with respect.

Our code of conduct of respect for yourself, respect for others, and respect for the environment help our community to thrive.

Values

We are a member of The Aylsham Cluster Trust - TACT a co-operative trust. We uphold the co-operative values:

Self – help- we help people to help themselves

Self – responsibility- we take responsibility for, and answer to our actions

Democracy- we give our members a say in the way we run our organisation

Equality- we are genuinely inclusive and pursue success for everyone

Equity- we carry out our work in a way that is fair and unbiased

Solidarity- we share interests and common purposes with our members and other co-operatives

Our Ethical Values are:

Openness- nobody's perfect, and we won't hide it when we're not

Honesty- we are honest about what we do and the way we do it

Social responsibility- we encourage people to take responsibility for their own community, and work together to improve it

Caring for others- we are a nurturing community that takes care of each other and we regularly support charities and local community groups