



## **JOB DESCRIPTION**

Job Title: Learning Support Assistant

Accountable to: Assistant Head Teacher, SENDCo

Hours: 32.5 hours per week Monday-Friday (with a 1/2hr unpaid lunch break)

Term Time Only, plus INSET days

Salary: Grade 3 £22,737 per annum (pro rata approx. £17,206 per annum)

Part time hours also required.

### **Job Purpose:**

To support students physical or sensory disabilities, learning, communication, emotional, social or behavioural difficulties to gain access to all aspects of education in the inclusive setting of The Angmering School.

### **About The Angmering School:**

The Angmering School is a secondary school with 1,388 students of which 138 are in sixth form. We are effective in delivering outcomes that provide well for all students' needs. Students are well prepared for the next stage of their education, training or employment.

### **Main Duties to include:**

#### ***Conditions for effective student learning:***

- Act as Learning Support Assistant following induction into all aspects of the role
- Work with students with Special Educational Needs/disabilities in small groups or individually. Support others if time allows.
- Accompany students to lessons and support access to the lessons.
- Observe students, share information within the team, record and plan for progress and complete logs.

#### ***Structures to support effective learning:***

- Follow the guidelines for effective support for students
- Liaise with members of the team and subject teachers as appropriate.
- Maintain positive working relationships with parents if required.
- Implement the system for cover of students' break and lunchtime needs.

#### ***The ethos of the Curriculum Area:***

- Ensure students are at the heart of everything.
- Maintain a commitment to continuous improvement.
- Attend staff development opportunities.
- Respect confidentiality.
- Be aware of and implement all aspects of safeguarding procedures.

#### ***General:***

- Other general duties when required to do so by Senior Management or a member of the Headship Team.

#### ***Health and Safety:***

- To be alert to the health and safety of the working environment and to advise the line manager of any health and safety concerns.

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this role. It is not intended to be an exhaustive list of skills, efforts, or duties, associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/Head Teacher provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role.

This job profile recognises the demands of the current Pay and Conditions Regulations and reflects the policies established by the governors at The Angmering School.

### Person Specification

<b>Key areas:</b>	<b>Key attributes:</b>	<b>Essential or Desirable</b>
Skills required	<ul style="list-style-type: none"> <li>• Ability to act on own initiative.</li> <li>• Ability to motivate and encourage students.</li> <li>• Ability to observe and monitor progress and maintain records.</li> </ul>	Essential Essential Essential
Knowledge Base	<ul style="list-style-type: none"> <li>• Experience of working within an educational or care setting with adults or young people.</li> <li>• Experience of working with students with learning difficulties or disabilities</li> <li>• Experience of working with young people.</li> <li>• Experience of or willingness to train, in order to offer personal care support to students with a physical disability</li> </ul>	Desirable  Desirable  Desirable Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Educated to GCSE standard in Maths and English.</li> <li>• Basic Skills qualification Level 2 or Level 3</li> <li>• Specialist training – disability and/or learning difficulties</li> </ul>	Essential Desirable Desirable
Experience	<ul style="list-style-type: none"> <li>• Working with adults and students.</li> </ul>	Desirable
Attitude & Approach	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Calm, patient and a team Player</li> <li>• Flexible attitude</li> <li>• Motivated.</li> <li>• Reliable.</li> <li>• Well presented.</li> <li>• Assertive when appropriate.</li> <li>• Ability to work in an extremely busy environment whilst keeping a smile on your face.</li> <li>• A good sense of humour.</li> </ul>	Essential Essential Essential Essential Essential Essential Essential Essential Essential Essential

### Safer Recruitment

In complying with current employment legislation, schools are now required, as part of their shortlisting process, to carry out an online search as part of their due diligence.

If you are successfully shortlisted for any roles, an appropriate online search will be undertaken on your name. Information highlighted will be treated as confidential and will only be used in relation to the post for which you have applied.

All successful applicants will be required to undergo full safeguarding and vetting checks, including references and an enhanced Disclosure and Barring Service check, along with a relevant probationary period.