

Job Description for Support Staff

Job Title:	Learning Support Assistant	
Salary:	Grade:	WAT SUPPORT 2019 GRADE E
Place of work:	St Augustine Academy	
Reports to:	Job Title:	Assistant Principal for Inclusion / Assistant SENCO

Role context and purpose:

To support the teaching and welfare of children to enable their progress towards the class/individual targets set.

Accountabilities:

- To support students in accessing learning activities as directed by the teacher, being aware of and supporting differences to ensure all students have equal access to opportunities to learn and develop.
- To be aware of and comply with Academy policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure students' wellbeing.
- To contribute to the overall work/aims of the Academy and appreciate and support the role of colleagues and other professionals to enable them to realise its development plans etc.
- To be familiar with, and comply with a full range of Academy policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person to ensure students' well being.

Main duties:

- To act as a key worker, by negotiation for individual students with a complex range of needs.
- To ensure the maintenance of a clean, orderly and safe working environment making sure that equipment/resources/materials are set out on time and as per instructions received from the class teacher to enable students to meet their learning targets.
- To assist teaching staff with learning activities, ensuring health and safety and good behaviour of students, as scheduled by the Assistant Principal for Inclusion or Assistant SENCO
- To be a mentor (form tutor) in the Academy's Chapter system; undertaking activities and tasks associated with this role through the director of the relevant Director of Learning
- To participate in routine assessment of pupils' reading and spelling ages
- To undertake examination invigilation on occasion where required
- Assist with break/lunch cover of the Learning Support Unit as required.
- To run small group sessions for students with specific needs as required
- To undertake basic record keeping/sharing in respect of student learning, behaviour management, child protection etc., as directed in order to support the teacher to deliver specific learning programmes set for each child.
- To undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development
- To attend departmental meetings by arrangement

Additional expectations – all staff are expected to:

- Contribute to the whole professional life of the academy with teaching and learning as its core purpose and contribute to the commitment for each pupil to gain meaningful and enriching experiences;
- Promote the Woodard Christian ethos that embraces all faiths and none;
- Take responsibility for their own professional development and support that of colleagues where appropriate;
- Engage in the Academy appraisal process and support colleagues in achieving their own objectives where appropriate;
- Follow Trust policy and procedures in relation to keeping children safe in education;
- Observe health and safety requirements and play their part in ensuring a safe working environment.

All staff have an entitlement to high-quality induction and continuing support and development. All staff will have opportunities to discuss their professional needs, both through performance management and through other professional dialogues.

Safeguarding Statement

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will need to undertake an Enhanced DBS check and/or a Barred List check. Management posts will be subject to a Section 128 clearance.

Equal Opportunities

The Trust is committed to equality of opportunity. We positively welcome applications from all sections of the community.

Signed: Date:

Signed: Date:

(Principal)