

Learning Support Assistant

Grade: 3 to 4 on Single status rate

Accountable to: Teaching Assistant/ Higher Level Teaching Assistant/Teacher i/c supply/Head of Department/Team/Leading Teacher

Scope and purpose of the role:

At all times the post holder must also uphold the highest standards of personal and professional conduct within and outside school, including maintaining good attendance and punctuality.

This also includes *(taken from the teachers professional standards)*:

- Treating students with dignity, building relationships rooted in mutual respect, and at all times observing appropriate boundaries;
- Having regard for the need to safeguard students' well-being;
- Showing tolerance of and respect for the rights of others;
- Ensuring that personal beliefs are not expressed in ways which might unduly influence the actions and thinking of others.

Supporting Learning

- Enabling students to access learning within the classroom by, for example: reading for those students entitled to readers, helping students to break down tasks into manageable goals, and supporting the acquisition of learning skills
- Delivering 1:1 and small group work interventions outside the classroom designed to promote the acquisition of learning skills (e.g. catch up literacy)
- To promote a positive attitude to learning through appropriate use of praise
- To support the students in developing their social and emotional skills so that they develop appropriate learning behaviours
- Use student passports effectively, and contribute to student focus meetings to enable colleagues to identify the best strategies for supporting and challenging students

Supporting the Curriculum

- Support the enrichment curriculum through accompanying/ leading off site activities
- Support and assist with events and trips organised to extend and enrich the experience of students at The Albany (including providing ideas for these activities)
- Drive the minibus (where appropriate) to enable students to access activities off site more readily

Relationships

- To develop and maintain positive relationships with students, supporting them in developing their own skills thereby promoting independence and building accountability for their actions
- To develop positive relationships with all members of the team which promote the school values and enable effective teamwork
- To foster positive relationships with parents/carers
- To be an ambassador for The Albany and promote our values through all their interactions with others, including other providers (e.g. Further Education providers, enrichment providers, schools)

Other Duties

- Ensure accurate record keeping, using the systems in place effectively
- To show a commitment to continuous professional development through embedding learning from training activities in their own actions and seeking to develop themselves as effective practitioners
- To attend and contribute to Person Centred Reviews (as student advocate), TAC, SEN and other review meetings if required by members of the senior leadership or teaching team

Person Specification

Qualifications:

1. Recognised competency/ qualification (eg GCSE/ A' Level) in English (literacy) and maths (numeracy)

Knowledge and Experience:

2. Experience of working with young people
3. Competent in use of IT to support the work environment (eg email, on-line, word processing etc)
4. Awareness of confidentiality and safeguarding procedures
5. Awareness of the work of schools and/ or vocational and further education settings
6. Hold a full driving license

Skills:

7. Build and maintain effective relationships
8. Good communication skills – written, oral, listening for a variety of audiences
9. Self-drive and motivation

10. Self-aware and resilient
11. Effective organisational skills
12. Good inter-personal skills
13. Flexible working style
14. Conflict management and de-escalation
15. Autonomous and collaborative working styles

The ability to effectively:

4. Create a stimulating and safe learning environment.
5. Establish and maintain a purposeful working atmosphere.
6. Deliver the curriculum as relevant to the age, ability and subject(s) taught, other relevant initiatives and the school's own policies.
7. Assess and record the progress of students' learning to inform next steps and monitor progress.
8. Demonstrate a commitment to equal opportunities and use a variety of strategies and practices to promote the diverse cultural and equality issues in the classroom.
9. Teach using a wide variety of strategies to maximise achievement for all students including high achievers and those with special educational needs, disabilities and/or EAL.
10. Encourage students in developing self-esteem and respect for others.
11. Deploy a wide range of effective behaviour management strategies.
12. Communicate to a range of audiences - verbal, written, using ICT as appropriate.
13. Use ICT to advance pupils' learning, and use common ICT tools for their own and students' benefit.

Attitudes:

14. High expectations of students' achievement and behavior
15. Reflective practitioner
16. Flexible, resourceful and adaptable
17. Promote collaboration and work effectively as a team member

18. Professional and energetic approach to all challenges, with a 'can do' mentality
19. Belief in the primacy of relationships in establishing and maintaining effective learning environments
20. Non-judgemental commitment to improving the life chances of all students and their families
21. A passion for educational inclusion including a positive view of difference and diversity

Demonstrate commitment to:

22. a) Promoting the trust/school's vision and ethos
- b) High quality, stimulating learning
- c) Relating positively to and showing respect for all members of the school and wider community
- d) Professional self-development
- e) Safeguarding and child protection
- f) Equality of Opportunity

Opus Teach is committed to safeguarding and promoting the welfare of children and expect all staff to share this commitment.