



SEAX Multi-Academy Trust

[INSERT: Employee's Name]

Learning Support Assistant Apprentice

Job Description



www.kingswodehoe.essex.sch.uk



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SEAX Trust, Registered in England & Wales No 07747149. Registered Office: Office at Thriftwood College, Fox Crescent, Chelmsford, Essex CM1 2BN



Job Title:

Learning Support Assistant Apprentice

Hours + daily pattern:	33 hours 20 minutes per week/6 hours 40 minutes per day 5 days per week 8.30am - 15.35pm 44.5 weeks per year
Grade:	Scale 3 (Points 4-5)
Based at:	Kingswode Hoe School
Reports to:	SLT
Liaison with:	Subject leads, Teaching staff, support staff, pupils
Job Purpose:	Supporting whole class teaching sessions in both skills and curriculum areas. To provide assistance/support to teaching staff and pupils.
Principal Accountabilities:	Work with individuals or small groups of children under the direction of staff leading sessions. Implement planned learning activities/teaching programmes as agreed adjusting activities according to pupils' responses as appropriate.

Job Description: Learning Support Assistant

Duties

- Interact with, and support pupils, according to individual needs and skills
- Implement planned learning activities/teaching programmes as agreed with the Teacher, adjusting activities according to pupils' responses, as appropriate
- Establish positive relationships with pupils supported
- Provide feedback to pupils in relation to attainment and progress under the guidance of the teacher or HLTA leading the session
- Support pupils with activities which aid literacy and numeracy skills
- Attend to pupils' personal needs including help with social, welfare, care and health matters
- Promote positive pupil behaviour in line with school policies and help keep pupils on task
- Participate in planning and evaluation of learning activities including assessment with the teacher, writing reports and records as required
- Assist with the development and implementation of EHCPs
- Monitor and record pupil responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
- Assist the teacher and other staff in the implementation of care programmes
- Support learning by selecting appropriate resources/methods to facilitate agreed learning activities
- Assist with the preparation, maintenance and control of stocks of materials and resources



- Liaise with staff and other relevant professionals and provide information about pupils as appropriate
- Assist with the display and presentation of pupils' work
- Supervise pupils for limited and specified periods including break-times when the postholder should facilitate games and activities
- Assist with escorting pupils on educational visits
- Assist pupils with medical or physical needs as required

General Duties

- Establish constructive **relationships** and be supportive of, and sensitive to, the needs of colleagues, pupils and the wider school community
- Encourage **interaction and teamwork** within the school and Trust; attend relevant school meetings, as required, share ideas and new initiatives
- Respect **confidentiality** and maintain **professionalism** at all times
- Actively engage in relevant training opportunities, taking responsibility for own **professional development**
- Participate in the **performance and development review process**, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Contribute to the overall **ethos, work and aims** of the school and Trust
- Comply with all **School and Trust policies and procedures**, including the Code of Conduct and those relating to child protection, equal opportunities, health & safety, confidentiality and data protection, reporting concerns to an appropriate person

Particular duties:

- Upkeep, organisation and inventory of own classroom(s) and pupil equipment
- 25 minutes paid lunch duty per day, to include club activities

The duties above are neither exclusive nor exhaustive and the post-holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

The SEAX Trust and all of its academies are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

This job description will be reviewed annually and may be subject to change or modification at any time after consultation with the post-holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post-holder's professional responsibilities and duties.

Employee's Signature Date

