



SEAX Multi-Academy Trust

[INSERT: Employee's Name]

**Learning Support Assistant Apprentice with
Specialist Skills in ICT**

Job Description



www.kingswodehoe.essex.sch.uk



www.langhamoaks.co.uk

Thriftwood
Specialising in Business and Enterprise

www.thriftwoodschoo.com



www.grovehouseschool.co.uk



www.thehawthorns.com

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 with Specialist Skills in ICT
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 ICT lead
Liaison with:	ICT Manager, Curriculum leader, teaching staff, support staff, pupils
Job Purpose:	Supporting whole class teaching sessions in both skills and curriculum areas. To provide assistance/support to the ICT Manager, teaching staff and pupils. To be responsible for the general maintenance of classroom-based computers of the Computing room and classroom-based computers.
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. To be responsible for the installation of, and maintenance of, computer hardware. To ensure that the Computing room is ready for use each day.



Job Description: Learning Support Assistant

Duties

- Assist with website and newsletter
- Support the use of ICT in the classroom and develop pupils' competence and independence in its use
- 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 (eg. computer club)
- 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:

- To check the Computing room after the last session each day to ensure everything is tidy and in good order
- To support teaching staff and pupils in the technical aspects of ICT
- To assist with the installation of software
- To check hardware weekly, repairing any simple faults or reporting more complicated faults to a qualified technician or audio-visual services as appropriate
- To ensure that all computer screens are cleaned on a regular basis
- To maintain computer files by updating/deleting information as appropriate
- To maintain paper supplies in all printers
- To carry out desk-top publishing procedures as required e.g. teaching aids, notice board headings etc
- Advising teachers on appropriate software, recommending suitability for particular year groups
- Maintaining a sound knowledge of software available in school and making recommendations which match software to desired teaching objectives in all curriculum areas
- Source of expertise in presentation of documents in the wider school context
- Work in partnership with the ICT Manager to deliver training for other staff in relation to ICT
- Work with ICT Manager to advise teachers in medium term planning
- Involvement in the development of a new ICT scheme of work and related assessments to monitor progress
- Advise and support ICT work in relation to SEN pupils
- 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**