ST Thomas More R C Academy
ROLE DESCRIPTION

Job title & Grade	Learning Support Assistant– Supporting & Delivering Learning Level 3 NJC Grade 5 (term time only)
Accountability	Responsible to Assistant Headteacher (will liaise with the Director of Finance & Support Services)
Hours	37 hours per week term time plus (i.e. 190 term time days plus 3 days to be directed each year) worked over Monday to Friday.
Annual Leave	As this is a term time only position annual leave is rolled up into salary payment
Probationary Period	6 months from date of appointment
Trade Union Membership	St Thomas More recognises and works with a variety of trade unions. The postholder is entitled to join any trade union
Job Purpose	To work under the instruction of the Headteacher or designated Assistant Headteacher, both in the classroom and supporting the work of Learning Support and other departments. To work under guidance of teaching/senior staff, and within an agreed system of supervision, to implement agreed work programmes with individual/groups, in or out of the classroom. This could include those requiring detailed and specialist knowledge in particular areas and will involve assisting the teacher in the whole planning cycle and the management/preparation of resources and advising the teacher on specific strategies for students with Special Educational Needs.
Main Duties	**Support for Students** Use specialist (curricular/learning) skills/training/experience to support students. Assist with the development and implementation of IEPs. Establish productive working relationships with students, acting as a role model, and setting high expectations. Promote the inclusion and acceptance of all students within the classroom. Support students consistently whilst recognising and responding to their individual needs. Encourage students to interact and work co-operatively with others and engage all students in activities. Promote independence and employ strategies to recognise and reward achievement of self reliance. Provide feedback to students in relation to progress and achievement. **Support for the Teacher** Advise the teacher on specific strategies for students with Special Educational Needs. Work with the teacher to establish an appropriate learning environment. Work with the teacher in lesson planning, evaluating and adjusting lessons/work plans, as appropriate. Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives. Provide objective and accurate feedback and reports, as required, to the teacher on student assessment, progress and other matters: ensuring the availability of appropriate evidence. Be responsible for keeping and updating records, as agreed with the teacher, contributing to reviews of systems/records, as requested. Undertake marking of students' work and accurately record achievement/progress. Promote positive values, attitudes and good student behaviour: dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

	Liaise sensitively and effectively with parent/carers, as agreed with the teacher, within your role/responsibility and participate in feedback sessions/meetings with parents or as directed. Administer and assess routine tests, invigilate exams/tests and support with Access Arrangements. Provide general clerical/admin support eg administer course work, produce worksheets for agreed activities etc. **Support for the Curriculum** Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs. Implement local and national learning strategies eg literacy, numeracy, KS3, and make effective use of opportunities provided by other learning activities to support the development of relevant skills. Support the use of ICT in learning activities and develop students' competence and independence in its use. Help students to access learning activities through specialist support. Determine the need for, prepare and maintain general and specialist equipment, plans and resources to support students. **Support for the School** Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. Contribute to the overall ethos/work/aims of the school. Establish constructive relationships and communicate with other agencies/professionals in liaisons with the teacher, to support achievement and progress of students. Attend and participate in regular meetings. Participate in training and other learning activities, as required. Recognise own strengths and areas of expertise and use these to advise and support others. Provide appropriate guidance and supervision and assist in the training and development of staff, as appropriate. Undertake planned supervision of students out of school hours learning activities. Supervise students on visits, trips and out of school activities, as required.
Additional Duties	To undertake any other duties appropriate to the grade of the post
General	Contributing to the effective working of the school. Participate in team meetings and identify training and development needs in conjunction with the Line Manager & Director of F&SS. The list of duties (main and additional) is not exhaustive and may be subject to other duties commensurate with the role.
Confidentiality	All employees are required to maintain confidentiality regarding any information about students and employees.
DBS Checks	This post is required to undertake a DBS check
Role Description	This role description is subject to review and change from time to time

Person Specification

Post Title: Cover Supervisor/Teaching Assistant/Supporting and Delivering Learning (Level 3)

Grade: 5

Area	Criteria	Requirement
Skills/Knowledge /Aptitude	Can use ICT effectively to support learning	Essential
	Use of other equipment technology - video, photocopier	Essential
	Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation	Essential
	Working knowledge of national/foundation curriculum and other relevant learning programmes/strategies	Essential
	Understanding the principles of child development and learning processes	Essential
	Ability to self-evaluate learning needs and actively seek learning opportunities	Essential
	Ability to relate well to children and adults	Essential
	Work constructively as part of a team: understanding classroom roles and responsibilities and your own position within these	Essential
Qualifications and Training	Good numeracy/literacy skills	Essential
	NVQ Level 3 for Teaching Assistants or equivalent qualification or experience	Desirable
	Training in the relevant strategies e g literacy and/or, in particular, curriculum or learning area e g bilingual, sign language, dyslexia, ICT, maths, English, CACHE etc.	Desirable
	Appropriate first aid training	Desirable
Experience	Experience of working with children of relevant age	Essential