**Job Description**



**Teaching / Learning Support Assistant**

Whilst their primary responsibility is to the student or students for whom they are timetabled, the LSAs are in a unique position of being able to enhance the learning experience of the whole class.

* Provision of in-class support particularly for students identified as requiring assistance to access the curriculum.
* Understanding and supporting the behaviour strategies of the Academy and Class Teacher.
* Assisting, modifying or adapting student tasks and curriculum materials as directed by the Teacher.
* Attending departmental meetings (Key Stage, SEN and Subject areas) to discuss planning and assessment when required.
* Withdrawing individuals or groups of students identified in order to:
* work on basic skills, for example, reading, language and numeracy.
* introduce or reinforce specific aspects of a lesson or a module of work.
* Contributing to the assessment and monitoring of student progress:
* Evaluating the effectiveness of support provided against the changing needs of students supported.
* Contributing to students’ Individual Education Plans.
* To supplement the work of outside agencies such as speech therapists, educational psychologists and members of the specialist learning team.
* Providing an on-going record of short term student progress and LSA tasks.
* Providing regular feedback to individual teachers and regularly reviewing best practice.
* Liaising with Class Teachers, the Assistant Vice Principal (Pastoral) and outside agencies as appropriate.
* Writing reports of student progress and attending any meetings as required.
* To undertake appropriate training to enhance skills or knowledge.
* Any other reasonable duties as required by the Principal and Head of Primary Years.

**Please note that this detail is indicative and can be amended, updated or replaced as felt appropriate at any time and in order to remain in line with any future legal requirements or expectations.**

Bede Academy is committed to the safeguarding of children and all staff are expected to ensure that Bede Academy is a safe and secure environment for our students.

**Person Specification**



**Teaching / Learning Support Assistant**

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| **CATEGORY** | **ESSENTIAL** | **DESIRABLE** | **HOW MEASURED** |
| **QUALIFICATIONS**  | * NVQ Level 2 Teaching Assistant or Equivalent Qualification
* 5 GCSEs including English and Mathematics at grade C or above
 | A Levels | Application form |
| **EXPERIENCE**  |  | * Previous experience of working in a School
 | Interview and Application form |
| **SKILLS, KNOWLEDGE AND APTITUDE**  | * Communication skills (with staff, pupils and parents)
* Organisational skills
 | * Good degree of literacy / Numeracy
* Knowledge of current educational framework
* Commitment to personal professional development.
 | Interview and Application form |
| **MOTIVATION** |  | * Evidence of learning beyond the workplace
 | Interview and Application form |