**Monkwearmouth Academy Job Description**

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| **Post Title:** | **Learning Support Assistant** |
| **Reporting to:** | SENCO |
| **Liaising with:** | Staff, parents and students as appropriate |
| **Working Time** | Full time - Term time + 10 days |
| **Salary/Grade:** | Grade 2 Point 3-4 (£18,562 - £18,933) pro rata to weeks worked |
| **Actual Salary:** | £16,091 - £16,412 |
| **Disclosure:** | Enhanced |
| **Key Responsibilities :**  To provide support in addressing the needs of the students who need particular help to overcome barriers to learning, to implement agreed work programmes with individuals/groups, in or out of the classroom. | **Providing support for students by:**   1. Participate in assessment of students to determine those in need of particular help or the level of need/assistance required. 2. Assist the teacher/SENCO /other professional with the development and implementation of Individual Education/Behaviour/Support/Mentoring plans. 3. Support provision for students with special needs and provide feedback to students in relation to progress and achievement. 4. Challenge and motivate students, promote and reinforce self-esteem. 5. Use specialist (curriculum/learning) skills, training and experience to support students’ access to learning with appropriate strategies and resources. 6. Implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs. 7. Be aware of and participate in a range of activities, courses, organisations and individuals to provide support for students to broaden and enrich their learning. 8. Determine the need for, prepare and use specialist equipment, plans and resources to support students. 9. Support individual students within agreed curriculum areas as well as identified students in withdrawn groups. 10. To supervise students in the isolation and inclusion units including lunchtime supervision if required. 11. Promote the development, and support the running, of lunchtime and after school homework, enrichment and booster sessions, activity clubs or breakfast clubs 12. Accompany and supervise students on external visits and out of school enrichment activities.   **Providing support for the teacher/senior staff/other professional by:**   1. Working with the teacher to establish an appropriate learning environment. 2. Work with the teacher and other relevant staff in planning, evaluating and adjusting learning activities as appropriate. 3. Monitor and evaluate students’ responses and progress against action plans through observation and planned recording. 4. Be responsible for keeping and updating records as agreed with other staff, contributing to reviews of systems/records as requested. 5. Promoting the inclusion and acceptance of all students within the classroom. 6. Implementing local and national learning strategies e.g. Literacy & numeracy and make effective use of opportunities provided by other learning activities to support the development of relevant skills. |
| **Other Specific Duties:** | To be a full and active member of the Learning Support Team, assisting and covering for colleagues across the school.  Employees are expected:   * Participate in the administration of medical duties and emergency first aid in school * Monkwearmouth Academy is inclusive and expects all colleagues to support in the behaviour management and supervision of students and take part with active duties to support student supervision on a daily basis * Play a full part in the life of the school community, supporting its distinctive mission and ethos, encouraging and ensuring staff and students follow this example, including representing the school in a professional and positive light at all times to all stakeholders * To engage actively in the performance review process * To be fully compliant with the school’s safeguarding policy and contribute to the safety and supervision of students, staff, visitors and community users * Comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job description * To carry out any reasonable request made by the Headteacher. |

**Declaration**

I have read, understood and accept the specific requirements and responsibilities outlined in this job description.

Name of employee: Signature: …………………………..…………..

Position: Date:

Name of Line Manager: Signature: …………………….…………………..

Position of Line Manager: Date: ………………………………………..

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.