



Your Academy...Your Future

Post Title	Learning Support Assistant (SEMH)
Purpose	To support and assist teachers as part of a professional team to contribute to raising standards of students' achievement and to undertake a range of learning activities under the professional direction and supervision of qualified teachers and / or senior colleagues, in line with the Academy's policies and procedures.
Responsible to	Vice Principal
Responsible for	Specialist support to students with additional needs.
School Type	The Academy is a publicly funded independent secondary school for students aged 11 to 16.
Contract Type	Full Time/Term Time Only
Grade	Band D, Point 5–6 (<i>Term Time Only equivalent £20,124 - £20,461</i>)
Disclosure Level	Enhanced
Expectations	<p><u>There is an expectation that all adults who work at Castle View Enterprise Academy will:</u></p> <ul style="list-style-type: none"> • Create opportunities to support the Academy vision. • Have respect and care for students and all other adults. • Set the highest possible standards through the way in which we behave, talk to each other and strive for excellence in all that we do. • Support the Academy uniform policy for students and echo this through professional and business-like mode of dress. • Contribute to the Academy enrichment programme.

Duties & Responsibilities	<p><u>Support for the Teacher</u></p> <ul style="list-style-type: none"> • Raising awareness to teaching staff of the strengths and needs of individual students. • Assisting teaching staff in the monitoring, recording and evaluation of students' progress, including providing feedback on observations undertaken. • Assisting in the assessment of individual students. • Setting up and using equipment as required to maintain students' needs and support their participation in learning tasks and activities. • Providing support to teachers in developing effective approaches to manage behaviour and discipline problems. • Raising the awareness of school staff to pressures on students which may result in behavioural problems. • Assisting in compiling and maintaining students' records. • Carrying out appropriate schemes of work and programmes set by the teaching staff for students and to assist in the preparation of learning materials for this purpose. • Managing the planning and programming of specific educational activities for the students. • Assisting with the broad range of curriculum the Academy offers. • Assisting in the preparation of work and other activities for students in accordance with objectives set by teaching staff. • Support staff in dealing with challenging behaviour. <p><u>Support for the Student</u></p> <ul style="list-style-type: none"> • Using specialist knowledge to support students. • Working with students on individual targets set by members of the teaching staff. • Supporting the reintegration of students in a mainstream school to access the curriculum either on an individual basis or as a member of a small group. • Under the direction of teaching staff or senior colleagues, working independently with individual students or groups of students. • Supporting with restorative justice to ease transition back into lessons. • Establishing positive working relationships with vulnerable students and their families in order to support their needs within school. • Provide 1:1 support for students experiencing emotional / behavioural crisis. • Support students who are not working effectively within usual classroom routines. • Support students to make appropriate choices about their learning and behaviour.
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	<p><u>Support for the Academy</u></p> <ul style="list-style-type: none"> • Participating in meetings to review student progress and reporting to the meeting as required, on involvement with students. • Liaising with educational and health specialists, and outside agencies as required. • Contributing to the whole school's Self Evaluation process.
General Requirements	<ul style="list-style-type: none"> • Attending and participating in training and development activities as required. • Participating in schemes of assessment, professional development and review. • Attending meetings, liaising and communicating with colleagues in the school, outside agencies and other relevant bodies. • Being an effective role model for the standards of behaviour expected of students. • Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.
Professional Values & Practises	<ul style="list-style-type: none"> • Having high expectations of all students; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement. • Treating students consistently with respect and consideration, and being concerned with their development as learners. • In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment. • Working collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues. • Reflecting upon and seeking to improve personal practice. • Working within schools policies and procedures and being aware of legislation relevant to personal role and responsibility in the school. • Recognising equal opportunities issues as they arise in the schools and responding effectively, following schools policies and procedures. • Building and maintaining successful relationships with students, parents/carers and staff.
Specific Duties	<ul style="list-style-type: none"> • Lunch, break and before/after school supervision. • Exam Invigilation. • Acting as a mentor for small groups of vulnerable students.

	<ul style="list-style-type: none"> • Carrying out a range of intervention programmes with vulnerable students. • Undertake and support the supervision of detentions. • Support and assist the wider pastoral team as directed and as required. • Establish working routines and maintain records / logs of casework and provide staff with requested information as required.
Additional Duties	<ul style="list-style-type: none"> • Carry out other reasonable tasks from time to time as directed by the Principal.

Castle View Enterprise Academy is fully committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment. As part of our due diligence and to comply with our obligations in line with Keeping Children Safe in Education, an online search of publicly available information will be undertaken for all shortlisted candidates. The successful applicant will be subject to provide an enhanced DBS disclosure.

Person Specification

You should be able to demonstrate that you meet the following essential criteria.	E = Essential D = Desirable
Qualifications	
A teaching assistant qualification relevant to the Key Stage or it's equivalent	D
A valid First Aid Certificate	D
Good numeracy/literacy skills.	E
Experience	
Experience of working in a school environment.	D
Experience of planning and evaluating learning activities.	E
Involved in planning programmes of learning for individuals and small groups.	E
Skills, Knowledge and Aptitude	
An ability to relate well with children and adults.	E
An ability to work independently with individual children and small groups of children.	E
An ability to use initiative when required.	E
An ability to work as a member of a team.	E
A willingness to work co-operatively with a wide range of professionals.	E
Good communications skills, both written and verbal.	E
Use ICT effectively to support teaching and learning.	E
An ability to work within the LA and the Academy's policies and procedures.	D
A working knowledge of foundation national curriculum key stages and government strategies.	D
Personal Requirements	
Sensitive to the needs of children and their parents/carers.	E
An ability to work as part of a team.	E
A calm and positive approach.	E
Committed to professional development.	E