

Job Description

Post: Learning Support Assistant Level 3

Purpose

To challenge educational and social disadvantage in the North.

Duties and Responsibilities

- Support the class teacher to plan, deliver and review lessons which are appropriate to the age and ability of the students and to facilitate progression in students' learning.
- Work with groups of children under the supervision of the teacher to support the delivery of programmes of work including the implementation of ALPs.
- Support the learning of students in lessons as directed by the class teacher, including small group teaching and full class cover.
- Monitor students' responses to learning activities and accurately record achievement / progress as directed.
- Administer and assess routine tests, invigilate exams and undertake routine marking of students' work.
- Facilitate the exceptional progress and well-being of any individual or group of students; provide guidance and advice to students on educational and social matters.
- Promote and maintain discipline in accordance with the rules and the behaviour policy of the academy.
- Communicate effectively with the class teacher/s and SENCo to share students' learning.
- Contribute towards and maintain high-quality displays and an engaging learning environment.
- Support with management of learning resources, including auditing, replenishing and reordering.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Provide first aid and support students with medical needs, including maintenance of relevant records and first aid boxes.
- Provide intimate care (including toileting, as required) in accordance with academy policies and procedures.
- Live the mission, values and drivers every day.
- Engage fully in our trust's professional growth process to fulfil personal potential and be able to participate effectively in the implementation of the academy's strategic big moves.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all trust policies and contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a designated safeguarding lead.
- Carry out any other reasonable duties as requested by the principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.