

JOB DESCRIPTION & SPECIFICATION

Academy:	Dukes Aldridge Academy - Tottenham
Title:	Learning Support Assistant Apprentice
Reporting to:	SEND Lead
Training Provider:	Aldridge Adult Learning (AAL)
Contract:	Term time only plus Inset days, 30 hours per week and 6 hours per week off the Job to complete assignments
Salary:	NLMW the contract will span 18 months.

Overall Purpose of Role:

To support all aspects of student learning and achievement across Dukes Aldridge Academy.

Key Duties:

- To support the learning and emotional/social/behavioural needs of students in accordance with Trust policies.
- To communicate regularly with subject specialists to provide and gather information regarding student's additional needs and to assist in the preparation and adaptation of learning materials/resources.
- To prepare and host interventions with groups or individual students in accordance with training given
- To assist in the assessment of student needs to benchmark against targets set by the teachers.
- To continually review the students' support needs and use specific feedback to help students make progress.
- To liaise with parents and other partner organisations to ensure the needs of the child are understood
- To ensure students use technology safely.
- To provide support for personal care where necessary.
- To take part in and ensure the smooth and effective administration of the provision.
- To produce accurate records, whilst working within deadlines.
- To use computer systems, including specialist software eg: online registration, intervention programmes, and management information systems.

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- To attend team and all other meetings regarding both student and curriculum development.
- To share information, as required with the Safeguarding Lead, in accordance with training and policies.

You will receive training to develop and demonstrate the Knowledge, Skills and Behaviour to achieve; **Level 3 Diploma – Supporting Teaching and Learning**

This will include;

- End-Point Assessment (EPA)
 - NCFE combined knowledge and competency-based qualification
 - Work-based learning
 - 20% off the job training
 - Training is delivered on-line and face to face
 - A nominated tutor
 - Functional Skills in maths and English if required
- Some evening and weekend work may be required, in line with the agreed school calendar.

You may be required to undertake such duties as may be reasonably required of you commensurate with this grade.

Other Responsibilities

Operating at all times within the stated policies and practices of Aldridge Adult Learning and the wider Trust.

Abiding by and practicing the AAL Operating norms:

- We are Aldridge Education
- The standard is excellence
- We champion equality
- We're in the work together
- We behave with integrity
- We lead by example
- We use time well

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Equal Opportunities

- To know and adhere to the Aldridge Education's Equal opportunities policy and equalities legislation and implement in relation to job responsibilities in employment and service delivery.

Health and Safety

- To take reasonable care for his/her own health and safety and any other person(s) who may be affected by his/her acts or omissions at work, in accordance with the Health & Safety legislation.
- To co-operate with Aldridge Education insofar as is necessary to enable it to comply with its duties under relevant health and safety legislation.

Safeguarding of Children Young people and Vulnerable Adults

To be aware of and work in accordance with the Aldridge Education's safeguarding child protection policies and procedures in order to safeguard and promote the welfare of children and vulnerable adults and to raise any concerns relating to such procedures which may be noted during the course of duty.

The post holder will be required to have a valid Enhanced Disclosure and Barring Service (DBS) certificate and be re-checked every 3 years

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Requirements	Essential	Desirable
Education		
Education to GCSE grade C/4 (or equivalent) in English & Math	✓	
Experience		
<ul style="list-style-type: none"> • Ability to work in a confidential manner 	✓	
<ul style="list-style-type: none"> • Flexible and proactive in approach 	✓	
<ul style="list-style-type: none"> • Ability to build and maintain relationships with students 	✓	
<ul style="list-style-type: none"> • Competence and accuracy in completing application form 	✓	
<ul style="list-style-type: none"> • Professional completion of interview 	✓	
<ul style="list-style-type: none"> • Ability to communicate to a diverse range of people at all levels, verbally and in writing 	✓	
<ul style="list-style-type: none"> • Time management skills, organisational skills and the ability to meet tight deadlines 	✓	
<ul style="list-style-type: none"> • Proven IT and keyboard skills 	✓	
<ul style="list-style-type: none"> • Ability to work alone and as part of a team with interpersonal skills 	✓	
<ul style="list-style-type: none"> • Ability to manage challenging behaviour 		✓
<ul style="list-style-type: none"> • Working with people with learning difficulties and/or disabilities, emotional, social and behaviour needs 		✓
<ul style="list-style-type: none"> • Supporting the learning needs of pupils 		✓
<ul style="list-style-type: none"> • Working in an Educational environment 		✓