



Northumberland Church of England Academy Trust

JOB DESCRIPTION

Job Role: Learning Support Assistant (Level 2) **working within our specialist support base, SSB**
Salary Band: Band 3
School: Duke's Secondary School
Reports to: Lead for the SSB

JOB PURPOSE: This is an exciting opportunity to work in our newly created specialist support base, SSB to work under the guidance of the SSB lead and SSB teacher to support access to learning and the pastoral needs of students within our SSB and provide general support to the teacher in the management of students. Work will mainly be carried out in the classroom or outside the normal teaching area.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Support for Learners

- Attend to the personal needs of students within the SSB including the implementation of personal learning programmes that may include personal and academic objectives.
- Supervise and support students in the SSBs in their access of learning
- Establish good relationships with students within the SSB, acting as a role model and responding to the needs of each individual child
- To actively promote inclusive practice within the classroom setting to ensure acceptance of all students
- Encourage students to engage in, and participate in learning activities lead by the class teacher
- To have challenging expectations that encourages students to act independently and build self-esteem.
- Provide feedback to students in relation to progress and achievement under the guidance of the class teacher
- Plan and deliver intervention as directed by the SSB teacher

Support for the Teacher

- Create and maintain a purposeful and orderly learning environment in line with lesson planning as provided by the SSB teacher.
 - Assist the SSB teacher with the planning of learning activities.
 - Report to the SSB teacher, any issues that students may be experiencing with their learning
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- Undertake the maintenance of students' records as directed by the SSB teacher or SSB lead.
 - Support the teacher in the management of student behaviour.
 - Establish constructive relationships with parents and carers.
 - Administer routine tests relevant to the assessment of students within the SSB.
 - Undertake the routine marking of students' work e.g. routine spelling tests, routine maths tests etc.

Support for the Curriculum

- Undertake structured and agreed teaching programmes, adjusting activities according to Student responses.
- Help Students to understand instructions
- Support learning with respect to all of the local and national learning strategies
- Support students in their use of ICT as directed by the class teacher
- Prepare and maintain equipment and resources required to meet learning activities and assist students in their use.

Support for the School

- Comply with all school policies relating to:
 1. Health and Safety
 2. Equal Opportunities
 3. Child Protection
 4. Confidentiality and data protection.
- Work in such a way as to promote the ethos and vision of the school
- Participate in training and development, and activities that contribute to the management of performance
- Assist with the management of students outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the teacher and SSB lead
- To undertake other duties and responsibilities as required commensurate with the grade of the post.



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Post Title: Learning Support Assistant (Level 2)	Department:		Assessment Method
	Essential	Desirable	
Experience	<ul style="list-style-type: none"> Working with or caring for students of the relevant age 		
Skills, Knowledge & Aptitude	<ul style="list-style-type: none"> Good ICT skills and ability to use other types of learning technology: <ul style="list-style-type: none"> Photocopying Whiteboards CD ROM Video Understanding of codes of practice and recent relevant education Basic understanding of child development Can work as a member of a team, understanding their role in the classroom and associated responsibilities Appropriate first aid knowledge 	<ul style="list-style-type: none"> CLAIT Level 1 	<ul style="list-style-type: none"> Application form/interview Reference/observation at interview
Qualifications	<ul style="list-style-type: none"> Good numeracy and literacy skills NVQ 2 for teaching assistants or equivalent qualifications 	<ul style="list-style-type: none"> Completion of DfES Teaching Assistant Induction Programme 	<ul style="list-style-type: none"> Application form/interview
Motivation	<ul style="list-style-type: none"> Willingness to participate in training and personal development 		Interview