

## Job description

Frances Bardsley Academy for Girls and The Bridge are part of the LIFE Education Trust, a family of schools who work together and have the same mission, to build great learning communities which unleash creativity and champion optimism, in a spirit of compassion.

We are looking for brilliant people to join the LIFE family who share and demonstrate our beliefs:

- Courageous Optimism
- Boundless Creativity
- Heartfelt Compassion

Job Title	Learning Support Assistant
Grade	Scale 3.5 – 3.6
Contract	1 year
Hours	Term Time, 32.5 hrs per week, 38 weeks per year
Reports to	Headteacher, Deputy Headteacher, SENCO
Job Purpose	
	<ul style="list-style-type: none"> <li>• To work in partnership with SENDCO, SEND Support Manager, Learning Support, teaching staff and students to support learning in line with the national curriculum, the SEN Code of Practice, school policies and procedures.</li> <li>• To work with students with a Special Educational Need and Disability (SEND), students with English as an Additional Language (EAL) and our disadvantaged students in order to promote their inclusion and to provide support for student progress and wellbeing.</li> </ul>
Duties & Responsibilities	
	<ul style="list-style-type: none"> <li>• Promote the inclusion of students with SEND, EAL and disadvantaged students within the classroom and school setting</li> <li>• Establish positive working relationships with identified students, acting as a role model and setting high expectations for pupil progress</li> <li>• To work with specified students on a one to one basis and small group both within the class and outside of the classroom under direction of SENDCO or teaching staff</li> <li>• Implement planned learning activities and interventions as agreed with the SENDCO, differentiating activities according to students needs as appropriate</li> <li>• Promote positive pupil behaviour in line with school policies</li> <li>• Support students consistently and positively whilst recognising and responding to their individual needs and skills</li> <li>• Support the use of ICT in the classroom and develop students competence and independence in its use</li> <li>• Encourage students to interact and work co-operatively with others and engage all students in activities</li> <li>• To liaise with teaching staff to provide feedback on student progress and behaviour.</li> <li>• Monitor and record student progress and activities as appropriate, the postholder to write records and reports when required. To complete all paperwork promptly as requested by the SENDCO</li> </ul>

	<ul style="list-style-type: none"> <li>• To support learning by arranging / providing / differentiating resources for lessons / activities under the direction of the SENDCO</li> <li>• To supervise and support students for specified periods including break and lunch time</li> <li>• Promote independent learning and working and employ strategies to recognise and reward achievement of self-reliance</li> <li>• To assist on educational visits</li> <li>• To invigilate exams for students with additional needs</li> <li>• To attend to student's personal needs under direction of SENDCo</li> <li>• Attend relevant school meetings as required</li> <li>• To attend appropriate training courses in order to enhance professional development and take responsibility for own development.</li> </ul>
<b>General</b>	
	<ul style="list-style-type: none"> <li>• To attend relevant training and meetings as required.</li> <li>• To respect confidentiality at all times.</li> <li>• To understand and apply school policies in relation to health, safety, welfare and behaviour of students.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> </ul> <p>The duties above are neither exclusive nor exhaustive and the postholder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</p>

This job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

I acknowledge that I have seen and received a copy of the job description

Signed: \_\_\_\_\_ (Learning Support Assistant)      Date: \_\_/\_\_/\_\_