

Job Description: Learning Support Assistant

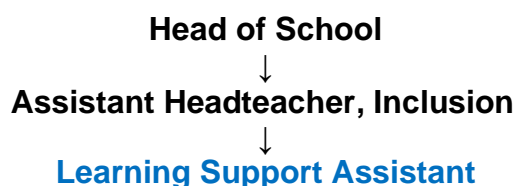
Location: King's Academy Easthampstead Park (KAEP)	Department: Learning Support
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Pay Grade: KGA02 (points 2-3) – FTE £25,142 to £25,525, starting on £13.03 per hour

Actual Starting Salary: £15,902 inclusive of London Weighting and Holiday Entitlement

Hours: 28 hours 45 minutes per week, Monday to Friday, 8.50am - 3.10pm (including 35 minutes of unpaid breaks), term-time only

Designation of Post and Position within the Departmental Structure



The job description identifies the responsibilities attached to your post.

This job description is subject to amendment from time to time within the conditions of employment, as the needs of the school require, but only to an extent consistent with those conditions of employment and only after consultation with you.

All post holders are expected to support the school's vision and values and beliefs and familiarise themselves with school policies and procedures and to reinforce these with students, parents and partners where appropriate.

All employees working with children, young people and vulnerable adults are responsible for safeguarding and promoting their welfare.

Job Purpose

- To provide high-quality support for students, ensuring they can access learning, make progress, and achieve their potential in the classroom.
- To give assistance to students so that they can access the curriculum, participate in learning both in and outside the classroom and experience a sense of achievement.
- Working with individuals or small groups to support their educational, social, and emotional development, helping to remove barriers to learning.
- To promote inclusion, encourage independence, and contribute to creating a safe, positive, and engaging learning environment.
- To encourage independence from students, and contribute to creating a safe, positive, and engaging learning environment.
- To develop strong professional relationships with students and staff to promote achievement and progress.

Main Duties and Responsibilities

The primary role of all Learning Support Assistants is to support learning in the classroom. Learning Support Assistants liaise closely with teaching staff to help students with learning or behavioural problems to concentrate and fulfil their potential. Some of our students have a Special Educational Needs Statement, which goes beyond the ordinary resources of the school.

The Learning Support Assistant is there to support their learning and also the learning of others in the classroom, who are experiencing learning difficulties. Therefore, it is essential that the Learning Support Assistant can establish a purposeful and trusting relationship with the individual or small group. 'Firm, fair, friendly and approachable' would be appropriate words to describe the relationship between the Learning Support Assistant and student. You will be working in collaboration with Heads of Department and Heads of Year.

There is a career structure in place to enable particularly skilled, experienced and ambitious Learning Support Assistants to progress to a senior level.

Induction

The successful applicant will receive induction and training. The Learning Support department has its own faculty room and resources accessible to all.

The Learning Support Team

Learning Support Assistants are seen as fellow professionals in the classroom; both teacher and Learning Support Assistants are there to support learning and ensure students fulfil their potential. Teaching staff realise that Learning Support Assistants are often experts and can advise them about strategies to deal with a variety of learning needs. The Learning Support team have developed skills in understanding Dyslexia, Dyspraxia, Asperger's Syndrome and ADHD. Courses are available and the school is happy to support Learning Support Assistants who wish to further their own professional development in attaining knowledge of LDDs (Learning Difficulties and Disabilities).

Supporting the Academy

In November 2022, we joined King's Group Academies (KGA). This has created excellent opportunities for teachers to share ideas and approaches across schools, for the benefit of our students.

At an appropriate level, according to the job role, grade and training received, all employees in the academy are expected to:

Support and embrace the aims, values, mission and ethos of both King's Academy Easthampstead Park (KAEP) and King's Group Academies (KGA) and participate in a team approach to all aspects of school life.

KAEP

It takes a whole community to raise a child

KGA

HONESTY: A workplace where everyone feels safe and able to express their thoughts and ideas.

FAITH: We will encourage others to have faith in their own capabilities.

COURAGE: We embrace diversity and champion inclusivity.

Safeguarding

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the Academy's Child Protection Policy, Safeguarding Policy and Code of Conduct.
- Ensure all issues relating to students are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.

Health, Safety and Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health and safety, security, confidentiality and data protection.
- Ensure concerns are reported immediately to the delegated member of staff.
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices.

Equity, Diversity and Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity.

Our recruitment has safeguarding at the heart of the process. We are committed to the safeguarding and promoting the welfare of children and young people and we expect all colleagues to share this commitment. Appropriate checks will be undertaken including an enhanced Disclosure and Barring Service (DBS) check.

We reserve the right to carry out an online search as part of our due diligence obligations on shortlisted candidates and candidates will be provided the opportunity to address any issues or concerns that may come up during the search at interview.

Successful appointment would be subject to:

- A satisfactory enhanced Disclosure and Barring Service check as well as a Social Media check.
- Qualifications and prohibition checks.
- Two satisfactory written references including from current/most recent employer.
- All positions are subject to a probationary period during which you will be fully supported.



King's Academy
Easthampstead Park

Person Specification: Learning Support Assistant

Key Criteria	Essential	Desirable
Qualifications and Training	<ul style="list-style-type: none"> Minimum of 5 GCSEs including English and Mathematics Good standard of both spoken and written English 	<ul style="list-style-type: none"> Knowledge of Numeracy and Literacy strategies Training related to working with children Have undertaken first aid training A Level qualification or higher held
Competence Summary (Knowledge, abilities, skills, experience)	<ul style="list-style-type: none"> Ability to cope and respond sensitively to students' needs Ability to motivate students Knowledge and understanding of child development, learning, the National Curriculum and other basic learning programmes Ability to use Google Docs, email (Gmail), Internet Explorer, Word, Excel Ability to relate well to adults and young people, responding sensitively and flexibly to competing demands from students and parents Excellent communication, listening and observation skills Ability to work independently and as part of a team using your own initiative when required 	<ul style="list-style-type: none"> Experience of working with children with learning difficulties Some knowledge of behaviour management strategies Knowledge of basic first aid
Work-related Personal Requirements	<ul style="list-style-type: none"> Committed to equality of opportunity Maintain confidentiality To present a smart and professional image at all times. Sense of humour Empathy, resilience, persistence Flexibility 	
Other Work Requirements	<ul style="list-style-type: none"> Participate in training and development activities To take part in the Appraisal process in school, taking responsibility for your own professional development and undertaking training as appropriate 	
Safeguarding and Child Protection requirements	A satisfactory enhanced DBS check which will be conducted by us if you are appointed.	