



**Truro and Penwith  
Academy Trust**

# Job Description

Truro and Penwith Academy Trust is a supportive and collaborative organisation with one primary focus: the improvement of teaching and learning within Cornwall.

<b>Job Title:</b>	Learning Support Assistant
<b>Grade</b>	TPAT Point 4
<b>Responsible to:</b>	Teaching staff, SENDCO, Faculty/ Subject leaders, leadership team
<b>Direct Supervisory Responsibility for:</b>	None
<b>Important Functional Relationships: Internal/External</b>	<p><u>Internal:</u> Headteacher, Heads of department, teachers, pupils, teaching support staff, SENDCO.</p> <p><u>External:</u> Governors, parents, Education Welfare Officers, Educational Psychologists, LA departments and advisers.</p>

## Main Purpose of Job:

To work as part of the SEND department, support students with learning difficulties / disabilities. Specifically providing specialist additional support, long term or time limited interventions, in small groups, one to one and in mainstream classes.

## Main Duties and Responsibilities:

### In relation to students

To develop an understanding of the special educational needs of identified students.

To take into account students' needs and ensure their access to a wide range of educational opportunities through appropriate clarification, explanations, equipment and materials.

To build and maintain successful relationships with students, treating them consistently, with respect and consideration.

To help promote independent learning.

To help reinforce and consolidate learning.

To assist students with physical needs.

To help students record work in an appropriate way.

To help students develop study and organisational skills.

To help keep students on task, engaged in learning and to build motivation.

To help build students' confidence and enhance self-esteem.

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

### In relation to specialist support

To provide effective long term or time limited specialist intervention to support students one to one, in small groups or classes, during registration and lesson time.

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To prepare documentation for, and attend, annual reviews for students with a statement or need (S) or an educational health care plan (EHCP).

To maintain contact with parents / carers to provide regular verbal and written feedback.

To provide support and advice to the SENDCO to ensure all students with SEND make good progress.

#### **In relation to the Teacher**

To communicate well with teachers and contribute to planning lessons and activities.

To prepare materials and resources for students to promote access to education.

To prepare students for learning prior to lessons.

To work on differentiated activities with identified groups of students.

To support the teacher in implementing specific teaching programmes and activities.

To supervise practical tasks for groups of students.

To carry out classroom assessment activities, observe and feedback outcomes to the teacher.

To be involved in keeping records and evaluating identified students' progress.

To communicate with teachers and other staff about appropriate activities to support learning and feedback on student progress.

#### **In relation to the School**

To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.

To support implementation of all school policies and procedures, including those relating to confidentiality and behaviour, use of ICT, dress code and professional role.

To identify personal training needs and to attend appropriate internal and external in-service training to ensure continued development of skills.

To deputise for form tutors as directed.

Any other reasonable tasks as directed by the Headteacher.

#### **Supervision arrangements:**

- Annual formal review of performance with SENDCO + half year review of progress
- Regular meetings with SENDCO/CTLA team (weekly)
- Regular meetings with SEND team (monthly)
- Observation of student support work by SENDCo twice yearly

#### **General/Other:**

- To ensure that pupils needs are always prioritised and to always have a clear sight of how this role impacts on the academy and the Trust's pupils.
- New Appointments: To act as a Trust team member and provide support and cover for other staff where needs arise inclusive of occasional work at other sites within a reasonable travel distance.
- To be aware of and adhere to all Trust policies and procedures.

- To be aware of and work in accordance with the school's child protection policies and procedures in order to safeguard and promote the welfare of children and to raise any concerns relating to such procedures which may be noted during the course of duty.
- To be responsible for your own continuing self-development and attend meetings as appropriate.
- To undertake other duties appropriate to the post as required

## Person Specification

	Essential	Desirable	Recruiting method
<b>Education and Training</b>	A good general education including GCSE or equivalent qualifications in English and Maths at Grade C or above.	Evidence of qualifications in this area.  Education to A level or its equivalent and beyond.  Qualifications in ICT	Application
<b>Skills and Experience</b>	Evidence of having worked with children in an educational capacity; including as a volunteer.	Relevant work experience in a similar environment.  Experience of working with children with SEN, preferably at secondary age.	Application/Interview/Assessment
<b>Specialist Knowledge and Skills</b>	A positive interest in, and enthusiasm for, working with children.  Ability to get the best out of children.  A sense of humour.  Adaptable, flexible, reliable and excellent role model for young people.  Able to work on own and as part of a team.  Ability to build good working relationships with a range of colleagues, students and parents.  A good communicator.  Ability to work calmly and with patience.	An interest in ICT and its use in education.  Understanding of safeguarding procedures.  Able to bring a wider dimension to the role.	Application/Interview/Assessment
<b>Behaviours and Values</b>	Demonstrates an awareness, understanding and commitment to equal opportunities  A champion for inclusion and opportunities for all.		Application/Interview/Assessment

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	Patient, calm, respectful of others. Able to offer support to students and colleagues and build positive relationships with stakeholders especially parents.		
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