

**MATRIX ACADEMY TRUST**  
**Job Description – Learning Support Assistant**

Arrangement:	Term Time only – 37 Hours 8.00am – 4.00pm Monday-Thursday 8.00am – 3.30pm Friday 30 minutes lunch
Salary:	Scale Group 2 Spine Point 6-8 Actual Salary £14,850-£15,268
Role:	To work as part of the Special Educational Needs Support Team in supporting and including pupils with learning difficulties/disabilities
Line Manager:	Assistant Headteacher/Special Educational Needs and Disabilities Co-ordinator (SENDCo)
Work in partnership with:	SENDCo, Teaching Staff and Outside Agencies
Main Purpose:	To work under the instruction and guidance of teachers and leadership to undertake work, care and support programmes, to enable access to learning for pupils and to assist the teacher in the management of pupils and the classroom. Work may be carried out in the classroom or outside the main teaching area. You will also supervise whole classes occasionally during the short term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task.
Main Activities:	<p><b>SUPPORT FOR PUPILS</b></p> <ul style="list-style-type: none"> <li>• Develop an understanding of the special educational needs of the pupil concerned</li> <li>• Supervise and provide particular support for pupils with special needs, ensuring their safety and access to learning activities</li> <li>• Develop study and organisational skills</li> <li>• Help keep the pupils on task and well-motivated</li> <li>• To model good practice</li> <li>• Monitor the social, emotional and physical wellbeing of the pupil</li> <li>• Supporting activities outside the classroom to support pupils with their specific needs</li> <li>• Supporting on school trips</li> <li>• Organise, plan and review clubs that will support progress of pupils</li> <li>• Support pupils in exams with appropriate access arrangements</li> <li>• Supervise and provide particular support for pupils with special needs, ensuring their safety and access to learning activities</li> <li>• Establish constructive relationships with pupils and interact with them according to individual needs, treat them with respect and consideration</li> <li>• Promote the inclusion and acceptance of all pupils</li> <li>• Encourage pupils to interact with others and engage in activities led by the teacher</li> <li>• Set challenging and demanding expectations and promote self-esteem and independence</li> <li>• Provide feedback to pupils in relation to progress and achievement under guidance of the teacher</li> </ul>

- Support the SENDCo with developing, monitoring and reviewing pupil profiles and IEPs
- Help pupils with their reading

#### SUPPORT FOR THE TEACHER

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Monitor pupils' responses to learning activities and accurately record progress as directed
- Provide regular feedback to teachers and the SENDCo on pupils' progress
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Collaborate with teachers to contribute to planning lessons or activities
- Prepare materials and resources for specific interventions
- Prepare pupils beforehand for a task if necessary
- Use differentiated activities with identified groups or individuals
- Support the teacher in implementing specific teaching programmes, such as Fresh Start English
- To supervise practical tasks
- To carry out structured classroom assessment and observation of SEND pupils and feedback outcomes to the SENDCo
- Provide support to other SEND pupils in the class as directed by the class teacher
- Supervise small group activities
- Occasionally cover lessons if necessary

#### SUPPORT FOR THE CURRICULUM

- Undertake structured and agreed learning activities and teaching programmes, adjusting activities according to pupil responses
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use equipment and resources required with a relevant learning activity and assist pupils in their use

#### SUPPORT FOR THE SCHOOL

- Maintain school display boards
- Assist with keeping resources stocked in the SEND department
- Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos, work and aims of the school
- Appreciate and support the role of other professionals

	<ul style="list-style-type: none"> <li>• Attend and participate in relevant meetings as required, within normal contractual hours</li> <li>• Participate in training and other learning activities and performance development as required</li> <li>• Assist with the supervision of pupils out of lesson times, including break and before and after school when necessary</li> <li>• Undertake planned supervision of SEND pupils' out of school hours learning activities</li> <li>• Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher</li> <li>• Contribute to reviews and assessments as directed by the SENDCo</li> <li>• Any other tasks as directed by the Headteacher which fall within the remit of the post and on occasions be available to provide cover for absent colleagues</li> <li>• To assist in remote teaching where required.</li> </ul>
Additional Duties:	<ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage and ensure staff and students to follow this example</li> <li>• Any other duties as directed by the Headteacher</li> </ul>

This job description may be amended at any time, following consultation between the Headteacher and postholder. These are broad descriptions of the types of duties/activities expected of the post and are not an exhaustive list.

The Headteacher retains the right, as a condition of your employment, to require you to undertake such other duties as may reasonably be expected of you in this post. These duties will correspond to the general character of the post and are commensurate with its level of responsibility.

Postholder Name: ..... Date: .....

Postholder Signature: ..... Date: .....

Skills/Knowledge	<ul style="list-style-type: none"> <li>• 5 A*-C GCSE's (or equivalent) including English &amp; Maths</li> <li>• Effective use of ICT to support learning</li> <li>• Use of other equipment technology – video, photocopier</li> <li>• Understanding of relevant policies and codes of practice and awareness of relevant legislation</li> <li>• General understanding of national curriculum and other basic learning programmes and strategies</li> <li>• Basic understanding of child development and learning</li> <li>• Ability to self-evaluate learning needs and actively seek learning opportunities</li> <li>• Ability to relate well to children and adults</li> <li>• Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Working with or caring for children of relevant age</li> </ul>
Desirable	<ul style="list-style-type: none"> <li>• Training in the relevant learning strategies e.g. literacy</li> <li>• First Aid Training</li> </ul>