

**Archbishop Tenison’s**

**Church of England High School**

**Selborne Road, Croydon CR0 5JQ**

**HIGHER LEVEL LEARNING SUPPORT ASSISTANT**

**CONTEXT OF THIS APPOINTMENT**

Over the last few years we have been building up our Learning Support Team in different, but significant ways:

* Increasing the number of Learning Support Assistants (LSAs) to match the growing need for individual support in the classroom
* Tailoring what the LSAs do better to the needs of varying individual pupils
* Developing the expertise of individual members of the team to match the changing profile of the pupils in the school
* Encouraging the team to work more effectively as a team, with each person playing their own distinctive role within it
* Strengthening the leadership of the team

As we start a new academic year in September two well-established members of this team, who have contributed to this growing provision, are now set to move into Initial Teacher Training. This leaves an important gap, not only in our Learning Support, but also in the teaching of small groups of SEN pupils, most notably in supporting both literacy and numeracy, but also in other areas.

**PURPOSE OF THIS ROLE**

This is why we are now seeking to appoint an experienced Learning Support Assistant, who can cover all aspects of this role: individual support in lessons, small group support in a particular subject, teaching of small groups withdrawn from one curriculum are for a given purpose. If you are appointed to this post, you will become part of a strong and dedicated Learning Support team; you will be well supported in your own development; you will be given opportunities to increase your understanding of different Special Educational Needs, and how we can best work with them; you will be expected to model to others how to give good learning support; you will be asked to teach and lead small group sessions to help individual pupils progress.

In this school we seek to balance strong SEN teaching on the one hand with a high level of Learning Support on the other. The person appointed to this important role will contribute to both parts of this provision. This appointment also comes at a time when we are growing our SEND team and its responsibilities within a wider Education and Care team. This recognizes that the needs of individuals are growing. Like all schools we are working hard to meet these growing needs at the time as maintaining high standards in the curriculum, teaching and learning. We do this as a school with a long-standing commitment to high standards of pastoral care in a secure Christian context.

**WHAT THE ROLE INVOLVES: JOB PROFILE**

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| **Job Title:** | | **Higher Level Learning Support Assistant** | |
| **Grade Range:** | | NJC Grade 4 (Points 8-10) £26,046 - ££26,913 | |
| **Hours:** | | 28.5 hours per week  Term time only (including staff training days)  (8.45am to 3.15pm Monday to Friday)  Breaks - 25-minute morning break + 35-minute lunch-break, daily, are not included in the paid hours  Meetings - 1 hour a week for after-school meetings, usually on Mondays – this is included in the paid hours | |
| **Reports to:** | | Examinations and Learning Support Manager | |
| **Review Date:** | | July 2024 | |
| **Role Purpose and Role Dimensions:** | | Learning Support: in the classroom, in small groups, and in withdrawal groups | |
| **Key External Contacts:** | | * parents of individual SEN pupils | |
| **Key Internal Contacts:** | | * Pupils * Other Learning Support Assistants * SEN Teachers, SENDCO * Subject Teachers * Other teaching and support staff, including Pastoral and Curriculum Leaders, Senior Pastoral Leaders * Head of Pupil Welfare, Head of Inclusion, Designated Safeguarding Lead * Teachers on duty and Senior Leaders | |
| **Key Areas for Decision Making:** | | * Working with pupils individually and in small groups - under the direction of a teaching member of staff and, in particular circumstances, with responsibility for a small group * Management of resources for those pupils * Supporting the progress and understanding of those pupils * Oversight of individual pupils around the school site * Communication with subject and SEN teachers * Communication with other staff within Learning Support * Support for other Learning Support Assistants in their work * Development of materials, methods and resources to support current and future learning and teaching * Contribution to Learning Support team meetings and collaborative working * Working with teaching staff in particular subjects * Communication with pupils and their parents | |
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| **Key Accountabilities:** | |  | |
| **Support for Pupils** | | **This will involve:**  **Core Duties**   * Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities * Setting challenging and demanding expectations and promote   self-esteem and independence.   * Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.   **Additional Duties**   * Assisting with the development and implementation of Pastoral Support Programmes and Pupil Passports. * Establishing constructive relationships with pupils and interacting with them according to individual needs. * Promoting the inclusion and acceptance of all pupils. * Encouraging pupils to interact with others and engage in activities led by the teacher. | |
| **Support for the Teacher** | | **This will involve:**  **Core Duties**   * Using strategies, in liaison with the teacher, to support pupils to achieve learning goals. * Assisting with the planning of learning activities. * Monitoring pupils’ responses to learning activities and accurately record achievement/progress as directed. * Providing detailed and regular feedback to teachers on pupils’ achievement, progress, problems etc. * Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.   **Additional Duties**   * Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assisting with the display of pupils’ work. * Establishing constructive relationships with parents and carers * Administering routine tests, invigilating exams and undertaking routine marking of pupils’ work | |
| **Support for the Curriculum** | | **This will involve:**  **Core Duties**   * Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses. * Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher. * Supporting the use of ICT in learning activities and develop pupils’ competence and independence in its use.   **Additional Duties**   * Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use. | |
| **Support for the School** | | **This will involve:**  **Core Duties**   * Participating in training and other learning activities and performance development as required.   **Additional Duties**   * Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. * Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop. * Contributing to the overall ethos/work/aims of the school. * Appreciating and supporting the role of other professionals. * Attending and participating in relevant meetings as required. * Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtime. * Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher. | |

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| **P e r s o n S p e c i f i c a t i o n** | |
| **Job Title:** | **Higher Level Learning Support Assistant – (Level 3)** |
| **Essential knowledge:** | * GCSEs and higher qualifications in relevant subjects, indicating a good understanding of academic success and how it is achieved. * NVQ 2 for Teaching Assistants or equivalent qualifications or experience which demonstrate the ability to work effectively with pupils in a school setting, e.g experience of coaching, mentoring, youth activities. * Training in relevant learning strategies e.g. literacy or numeracy, or, at least, the capacity to read relevant books and develop ideas in practice. * Understanding of relevant policies/codes of practice and awareness of the implications of legislation relating to schools. * General understanding of the National Curriculum framework and of the principles of good teaching and learning in a school setting. * Basic understanding of child development and learning. * Knowing what it is like to work with young people whose lives are in some way challenging and who need practical encouragement and strong support. This might include training such as that offered for Trauma-Informed Schools. |
| **Essential skills and abilities:** | * Good numeracy/literacy skills. * Effective use of ICT to support learning. * Use of other equipment and technology, as required. * Ability to evaluate one’s own learning needs and a sustained interest in learning new things related to the work being undertaken. * Ability to relate well to children and adults and to show empathy and consideration for others in the course of this work. * Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. |
| **Essential experience:** | * Working with, or caring for, children of relevant age. * Previous experience of working in a school setting (desirable). |
| **Special conditions:** | * Enhanced DBS check and Medical Check |

