



Job description

JOB TITLE:	Learning Assistant- Additional Learning
SALARY CODE:	Clapton Support Staff Range, Scale 5, Points 12- 17 (Pro Rata)
RESPONSIBLE TO:	Assisatant Headteacher- SEND and Inclusion
HOURS OF WORK:	<p>This post is term time only (195 days) plus a further 72 hours that are flexible (equivalent to 10 days).</p> <p>For the 195 term time days you will be expected to work the following hours:</p> <ul style="list-style-type: none"> Monday- Thursday 8:30am- 4:15pm Friday 8:30am- 4:00pm <p>These timings include a 30 minute lunch break and a normal 36 hour week. These hours may be reviewed in consultation with you. The remaining 72 hours of work will be agreed once the needs of the academic year are known.</p>

POST RESPONSIBILITIE

- Working with teachers to plan, prepare and evaluate lessons and schemes of learning.
- Promoting behaviour that supports learning.
- Supporting the development of personalised plans under the direction of the SENCO.
- Using specialist guidance to inform leading, monitoring and evaluating of intervention sessions
- Delivering and overseeing 1:1 and small group sessions.
- Completing relevant SEN paperwork.
- Using data to help set and monitor progress with targets
- Providing or contributing to oral and written assessments, reports and references
- Having responsibility for developing expertise in a specific area of SEN.
- Providing cover for colleagues
- Completing various pre and after academy duties
- Acting as a qualified First Aider, attending training and administering medicines (as appropriate)
- Participating in arrangements for preparing and supervising students for public examinations

Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of and in compliance with all the academy's policies and procedures and in compliance with Clapton Girls' Academy Equal Opportunities Policies and Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.

ACCEPTANCE OF THE JOB DESCRIPTION BY POST HOLDER

I can confirm my acceptance of the Job Description as outlined above

NAME:

SIGNED:

DATE:



Person specification – Learning Assistant, Additional Learning

QUALIFICATIONS	ESSENTIAL	DESIRABLE
5+ GCSE's A*- B, including English and Maths	✓	
Degree or equivalent in relevant subject		✓
Further relevant qualification i.e. HLTA, TLA, TESL, ESOL		✓

EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working within an educational environment or with young people	✓	
Experience of working with external agencies in an education setting		✓
Experience of supporting visually impaired students		✓
Experience of delivering additional literacy and numeracy programmes		✓

KNOWLEDGE AND SKILLS	ESSENTIAL	DESIRABLE
Excellent English, Maths and IT skills	✓	
Excellent interpersonal skills	✓	
Good administrative and organisational skills	✓	
The ability to prioritise workloads and work to given deadlines	✓	
Knowledge of different learning styles and needs	✓	
The ability to work as an effective team member.	✓	

PERSONAL QUALITIES AND ATTRIBUTES	ESSENTIAL	DESIRABLE
Proven tact and diplomacy when dealing with adults and children.	✓	
Reliable, honest and trustworthy.	✓	
The capacity to remain calm and to cope with the unexpected.	✓	
A commitment to following expectations with regard to professional behaviors and to being a role model for staff and students in relation to overall conduct to include the following: dress code, attendance and timekeeping.	✓	
A 'can do' attitude.	✓	
Energy, enthusiasm and commitment.	✓	
A commitment to safeguarding and promoting the welfare of children and young people and following the safeguarding policy.	✓	