



ST. MARGARET'S  
CHURCH OF ENGLAND  
ACADEMY

# Job Profile

**Role:** Learning Support Assistant

**Grade:** SCP3 – SCP5

**Contract:** Permanent

**Reports to:** Assistant Headteacher

## Job Focus

The Academy of St. Margaret's are seeking an enthusiastic and ambitious Learning Support Assistant to support our students on a permanent basis. This role will support students with special educational needs and disabilities; helping improve their outcomes.

This is an exciting time to join the Academy as we are part of the All Saints Multi Academy Trust. The Trust is committed to improving, accelerating and enabling ambitious life goals amongst all young people in their academies.

## Core Responsibilities & Tasks

- Provide learning activities for classes/individuals under the professional direction and supervision of a qualified teacher in order to progress students' learning.
- Assess, and report on development, progress and attainment as agreed with the teacher.
- Monitor and record student responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher.
- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required.
- Support learning by selecting appropriate resources/methods to facilitate agreed learning activities.
- Provide particular and skilled support to all students in a particular learning area from within the overall national curriculum.
- Be involved in planning, organising and implementing SEN Support Plans, including attendance at, and contribution to, reviews.
- Consult with children and their families and carers and other adults as directed.
- Administer first aid when required.

### **Communication and Liaison**

- Communicate effectively with the parents of students as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the Academy.
- Follow agreed policies for communications in the Academy.

### **Additional Notes**

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Trust, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.
- The Trust operates a non-smoking policy.

## Person Specification

| Qualifications   | Essential | Desirable |
|--|-----------|-----------|
| 5 GCSE passes (A* - C or equivalent)                       | x         |           |
| First Aid Certification                                    | x         |           |
| NVQ Level 2 or equivalent in teaching assistance.          |           | x         |
| Experience, Knowledge and Understanding                    |           |           |
| General understanding of national curriculum.              | x         |           |
| Understanding of basic learning programmes and techniques. | x         |           |
| Experience of working with secondary aged students.        | x         |           |
| Knowledge of classroom roles and responsibilities.         | x         |           |
| Understanding of health and safety in the workplace.       |           | x         |
| Personal Skills and Attributes                             |           |           |
| Good interpersonal skills.                                 | x         |           |
| Good team player.  | x         |           |
| Commitment to supporting students and colleagues.          | x         |           |
| Good written and oral communication.                       | x         |           |
| Able to manage classroom activities safely.                | x         |           |
| Ability to organise classroom resources.                   | x         |           |
| Good organisational skills.                                | x         |           |
| Able to be flexible and use initiative.                    | x         |           |
| Able to relate well to children.                           | x         |           |
| Good time management.                                      | x         |           |
| Ability to stay calm under pressure.                       | x         |           |
| Willing to undertake training.                             | x         |           |
| Ability to relate to parents/carers.                       | x         |           |
| Patience and enthusiasm.                                   | x         |           |
| Other  |           |           |
| Satisfactory DBS with barred list check                    | x         |           |
| Enrolment to DBS update service                            |           | x         |
|  |           |           |

## **Equal Opportunities**

All Saint's MAT is committed to creating a diverse environment and is proud to be an equal opportunity employer. All qualified applicants will receive consideration without regard to race, colour, religion, gender, gender identity or expression, sexual orientation, age, or disability.

*This job profile is accurate as of 12.12.2024*