



Job Title: Learning Support Assistant

Salary: Grade 3

Hours of work: 37 hours per week TTO (8.15-16.15 30 mins for lunch) 15.45 finish on a Friday

Responsible to: Learning Support Leads

Post Objective:

To work under the direction of the Learning Support Leads to support teaching and learning through supporting students, especially those within vulnerable groups (such as SEN, Pupil Premium, LAC, EAL) either within the classroom, on a one to one or small group basis.

To provide a high standard of lesson cover as and when required.

Duties, Responsibilities and Key Tasks:

- To support students from vulnerable groups and those with SEND within the classroom as directed by the Learning Support Leads.
- To offer support to the classroom teacher to accelerate learning of all students.
- To manage classes and deliver pre-planned work when colleagues are absent, ensuring that high standards as set out in academy policies are maintained, especially with regard to Teaching and Learning, Behaviour and Safeguarding.
- To share strategies to enable all staff to meet the needs of students with SEND.
- Deliver academic support sessions to individuals and small groups of learners.
- To deliver short courses, for example organisation/coping with ASD/numeracy/literacy/extended writing and revision.
- To run and/or support enrichment sessions.
- To use allocated time to produce differentiated resources under the direction of Heads of Faculty.
- To meet and greet all students on arrival to school, perform break duty as directed by Senior Staff and send all students off calmly at the end of the school day.
- To support lesson transition through presence on the corridor at every transition time.
- To contribute to the schools programme of extra provision, including before and after school clubs for students such as, homework and study support, targeting those with needs but to also promote inclusion for all.
- Monitoring individual children's needs and reporting these to the classroom teacher or Learning Support Leads as appropriate.
- Working to establish a supportive relationship with the children and parents concerned, encouraging acceptance and inclusion of the child promoting and reinforcing the child's self esteem.



- To accompany students on trips out when requested.
- To be a trained first aider and part of the first aider staff list.
- To perform break and lunch duties as requested.
- Perform any task or duty under the reasonable direction of the senior leadership team.

The responsibilities of the post may be reviewed and modified in light of the needs of the academy. Any changes of a permanent nature will be incorporated into the job description and will therefore be the subject of negotiation with the post holder.

Note: It is expected that all post holders at Magnus Academy take part in training opportunities provided as part of their continued professional development and that any gained time to be taken in lieu.