



# Job Description

<b>POST:</b>	Learning Support Assistant
<b>RESPONSIBLE TO:</b>	Principal, under the day to day management and leadership of the EYFS Lead
<b>RESPONSIBLE FOR:</b>	
<b>SALARY:</b>	OCL/NJC SCP 3 (BG5), plus Local Government pension scheme
<b>LOCATION:</b>	Oasis Academy Long Cross
<b>WORKING PATTERN:</b>	<b>MON-FRI 8:15 – 3:45</b>
<b>DISCLOSURE LEVEL:</b>	Enhanced
<b>JOB PURPOSE:</b>	To provide a higher level of learning support to children either on an individual or group basis. Undertake the direct learning of larger groups of pupils or a whole class for longer periods of time during teaching sessions to achieve progress in learning, this may include pupils who have Special Educational Needs.

## **SPECIFIC RESPONSIBILITIES:**

### **A. Supporting Children's learning**

Under the supervision of the EYFS Lead:

- Plan and teach resources and assess pupils progress in learning, this may include:
  - Modelling learning as directed by the EYFS Lead
  - Making significant judgment/assessments to learning activities to make them accessible for all pupils
  - Lead on intervention programs, as selected by the EYFS Lead
  - Making significant decisions, advise or offer feedback, about the direction of a pupil's learning, sometimes independently from the EYFS Lead. This includes making significant alterations to learning activities to make them accessible for pupils.
  - Provide whole class organization and resourcing.
  - Providing feedback, usually verbal, to pupils during learning episodes about the quality of their learning, saying what they have done well and what they need to improve
  - Communicating pupil's achievements to the EYFS Lead, this may be in written form i.e. notes on plans or filling in a given proforma
  - Supervising children at break times, on a rota
- Model a secure understanding of grammar and punctuation in Standard English, both written and spoken.
- Model a secure understanding of academy processes in Mathematics and Arithmetic's.



## **B. Supporting the management of behavior and care**

Promote academy policies on pupil behavior and follow academy processes for the management of behavior.

- Support in the implementation of strategies to manage pupil behavior, including the consistent use of rewards and sanctions, understanding the limits to which they may employ such sanctions.
  - Promote a positive learning atmosphere
  - Communicate any concerns about pupil conduct to the EYFS Lead
  - Encourage safe behaviour
- Occasionally provide written statements to the EYFS Lead or ALT about behaviour incidents that they have witnessed.
- Recording behaviour incidents on the academy-wide system, this is over and above making statements about any incident that they may have witnessed or been involved in.
- Follow the academy safeguarding policies and raising any safeguarding concerns with the Designated Safeguarding Lead or the Deputy Designated Safeguarding Lead.
- Carry out specified medical care procedures following specific training by a qualified practitioner, administration of medicines, first aid.
- Potentially providing intimate care on a regular basis.
- Aid pupils with reassurance when it is needed.

## **C. Supporting the learning environment**

Plan and put up displays items under own direction.

- Deciding which resources would best suit the learning of the children with which they are working with.

## **D. General accountabilities**

1. So far as is reasonably practicable, the post-holder must promote safe working practices by employees, and in work areas for which the post-holder is responsible, to maintain a safe working environment for colleagues and service users. These are defined in the Oasis Health and Safety Policy.
2. Work in compliance with the codes of conduct, regulations and policies of the academy and its commitment to equal opportunities.
3. Ensure that the output and quality of their work is of a high standard and complies with current legislation and standards.
4. Commit to their own personal development.
5. Communicate with colleagues, children and parents in a professional and respectful manner, respecting confidentiality.



**E. Safeguarding children and young people**

Oasis is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including an enhanced DBS check.

**OTHER:**

**The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.**

**The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.**

**Signed:**

<b>Employee:</b>		<b>Line Manager:</b>	
<b>Print Name</b>		<b>Print Name</b>	
<b>Date</b>		<b>Date</b>	



# Learning Support Assistant Person Specification

## Our Purpose

Oasis Academies exists to provide a rich and balanced educational environment which caters for the whole person - academically, vocationally, socially, morally, spiritually, physically, emotionally and environmentally. Our task is to serve our students as well as to provide a learning hub for the entire community. In this way we will raise aspirations, unlock potential and work to achieve excellence through encouraging a 'can do' culture which nurtures confident and competent people.

## Oasis Ethos

Our ethos is an expression of our character - it is a statement of who we are and therefore the lens through which we assess all we do. Our work is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our schools. This is foundational to our belief that all people are created and loved by God as equal and unique beings, and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of each Academy community.

For further information, please refer to the Education Charter document which accompanies this job description.

	Essential	Desirable
Qualifications	<p>GCSE Grade C or above or equivalent in English &amp; Maths, plus at least three other academic subjects</p> <p>Minimum level 2 NVQ in a related field</p>	<p>Post 16 educational qualifications</p>
Experience, Skills & Knowledge	<ul style="list-style-type: none"> <li>At least 1 years' experience of working effectively in a learning / child care setting</li> <li>Skills of empathy, listening, communication and responding with appropriate language to build rapport with children from a variety of ages, abilities and backgrounds.</li> <li>At least 1 years' experience of applying the regulations applicable to Health &amp; Safety, Hygiene, Child Welfare &amp; Protection</li> </ul>	<p>Previous, varied experience of working with children in an Educational setting (eg. Care, Development or School).</p> <p>Experience of working in a setting subject to Health &amp; Safety, Hygiene, Child Welfare &amp; Protection regulations</p> <p>Understanding of how different children develop and learn and the experience to identify and apply appropriate processes to achieve progression</p> <p>Understanding of the role of the EYFS Lead and of the parent in</p>



		<p>developing and maintaining an effective learning environment</p> <p>Knowledge of remedial first aid</p>
<p><b>Personal Qualities</b></p>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> <li>• Willingness to undergo appropriate checks, including enhanced DBS checks</li> <li>• Self-motivated and committed to self-development</li> </ul> <p>Communication skills to promote and develop effective working with pupils and colleagues.</p> <p>Aptitude to develop a knowledge of the role within an education environment. Flexible, adaptable and positive attitude to working in a structured environment</p> <ul style="list-style-type: none"> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline</li> <li>• Have a willingness to demonstrate commitment to the values and behaviours which flow from the Oasis ethos.</li> </ul>	<p>The ability to contribute effectively to the workload and responsibilities of a team</p> <p>Ability to work on own initiative, including recognition of when and how to refer issues elsewhere for effective resolution</p> <p>Ability to carry out duties without supervision</p> <p>Ability to communicate in a language other than English</p> <p>A willingness to develop formal capability through achievement of NVQ level 3 in an appropriate field.</p>