

## JOB DESCRIPTION

<b>POST TITLE:</b>	Learning Support Assistant
<b>POST RESPONSIBLE TO:</b>	Director of Inclusion
<b>SALARY:</b>	Grade 1 SCP 6 – 8 £16,394 - £16,626 (pro-rated to £13,972 - £14,170) (Subject to WMG Academy pay review in September 2019)
<b>CLOSING DATE:</b>	7 <sup>th</sup> July 2019
<b>INTERVIEW DATE:</b>	Week commencing 8 <sup>th</sup> July
<b>START DATE:</b>	September 2019

### JOB PURPOSE

To support the learning of students at the academy, both within the classroom, in small withdrawal groups and beyond the academy campus. Working under the direction of the SENCo, you will support learning in every respect, committed to the achievement of all.

### DUTIES AND RESPONSIBILITIES

#### Support for the Learners

- To provide academic mentoring of learners to enable them to make informed, positive choices regarding the curriculum and engagement with employer;
- Supervise and provide particular support for learners, including those with additional/special educational needs, ensuring their safety and access to learning activities;
- Be aware of and implement the Individual Learning Plans and Personal Care Programmes;
- Establish constructive relationships with learners and interact with them according to their individual needs;
- Promote the inclusion and acceptance of all learners;
- Encourage learners to interact with each other and engage in activities led by the teacher;
- Set challenging and demanding expectations and promote self-esteem and independence;
- Provide feedback to learners in relation to progress and achievement under guidance of the lead teacher

#### Support for the Teachers

- Create and maintain purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of learner's work;
- Use strategies, in liaison with the teacher, to support learners to achieve their learning goals;
- Monitor learners' responses to learning activities and accurately record achievement/progress as directed;
- Provide detailed and regular feedback to teachers on learners achievements/progress, problems etc;

- Promote good learner behaviour, dealing promptly with conflict and incidents in line with established policy and encourage learners to take responsibility for their own behaviour;
- Establish constructive relationships with parents/carers under lead teacher guidance;
- Provide clerical/administrative support where necessary, e.g. photocopying, filing, coursework administration etc.

### **Support for the Curriculum**

- Support the use of ICT in learning activities and develop the learners' competence and independence in its use;
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist learners in their use;

### **Support for the Academy**

- Be aware of and support difference and ensure all learners have equal access to opportunities to learn and develop;
- Attend and participate in relevant meetings as required;
- Assist with the supervision of learners out of lesson times;
- Accompany teaching staff and learners on visits and out of school activities as required and take responsibility for a group under the supervision of the teacher;
- Participate in training and other learning activities and performance development as required;
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory;
- Acts as a role model to learners and provide guidance and personal support when required.

### **Pastoral duties:**

- To be involved in the pastoral life of the academy, fulfilling mentoring and 'company' pastoral roles in which your status as a role model within the academy is used to raise learners' aspirations and signpost effective personal development opportunities.
- Leading/supporting enrichment activities, e.g. small sports activities, music, creative or learning support groups.

The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

### Person Specification for Learning Support Assistant

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively:

<b>REQUIREMENTS</b> The post holder must be able to demonstrate:	ESSENTIAL (E) or DESIRABLE (D) REQUIREMENTS
<b>QUALIFICATIONS</b>	
Level 3 Qualification in relevant subject	D
GCSE or equivalent qualification in English and Maths at grade C or above	E
Degree or equivalent in relevant subject	D
<b>EXPERIENCE</b>	
Experience of working in a busy, professional environment	E
Understanding of behaviour for learning	D
Experience, understanding and demonstration of barriers to learning and how to overcome this	D
Experience of working with Gifted & Talented/SEN pupils	D
Experience of working with a range of partners both in and outside the world of education	D
<b>KNOWLEDGE AND SKILLS</b>	
Ability to create an ethos which enables all learners to achieve their potential	E
To be able to work effectively as a team	E
Excellent interpersonal skills and ability to work in partnership with a diverse range of stakeholders	E
Good literacy, numeracy and ICT skills	E
Ability to organise, plan and prioritise	E
Excellent communication skills	E
Knowledge and understanding of current curriculum developments	D
Ability to analyse and interpret learner performance data and set targets	D
Knowledge and understanding of health and safety and safeguarding	D
<b>PERSONAL ATTRIBUTES</b>	
Self-motivated and having the ability to work on your own initiative	E
A commitment to equal opportunities and a strong belief in inclusive education practices and that learning for all students is supported	E
To work under pressure and meet deadlines	E
To be able to be led by teaching staff but prepared to challenge practice in order to improve learning outcomes	E
Confidentiality and discretion	E
A commitment to safeguarding to learners within the academy	E
Enthusiasm, optimism and energy	E
Ability to organise, plan and prioritise	E
Flexibility and adaptability	E

All offers are subject to clearance of references and enhanced DBS checks

## FURTHER PARTICULARS

*“We have some of the best companies and supply chains in our local area, and they all desperately need new talent and skills to help them grow. That is why the WMG Academy for Young Engineers is so important”*

*The late Professor Lord Bhattacharyya, Chairman, WMG*

### **The WMG Academy for Young Engineers**

The WMG Academy for Young Engineers is a new University Technical College for 14 - 19 year old learners, which opened in September 2014. Formed between a partnership of the University of Warwick (led by Warwick Manufacturing Group - WMG) and with the support of national, regional and local businesses such as Jaguar Land Rover, National Grid and Prodrive, who are committed to providing a better way of learning for the engineers of the future.

The WMG Academy focuses on engineering, information, digital and communication technologies and caters for up to 640 learners of 14 - 19 years from Coventry, Warwickshire and Solihull. The WMG Academy will initiate and support the development of well-educated and industry trained learners who not only have the qualifications but also the functional skills, knowledge and personal qualities to make an impact in the world of work and/or further and higher education.

### **Our vision**

We will ensure that our learners have raised aspirations that will provide the motivational drive to succeed. Strong employer and further and higher education links, as well as a professional ethos and culture, will ensure the learners will be in demand from employers.

Our unique status of working very closely with some of the biggest employers in the region means that we have shaped the curriculum from day one to ensure we produce learners with a professional ethos and culture that is in high demand in today's working world.

The focus of the curriculum will be a series of projects – real business-focused, practical problems and challenges that reflect fully the world of work. Employers will provide mentors to help our learners get a full understanding of life in engineering. This ‘better way of learning’ means that education will be exciting for our learners. We will give them an experience of real value; one that will lead to a diverse range of positive progression pathways for every single learner.

Team working will be the norm and learners will work together to develop the skills that employers value. We are committed to developing team working, problem solving, creativity, leadership, communication, resilience and an ability to respond to change. As staff, it is our role to model those skills and behaviours to our learners in everything that we do.

## **The Role**

The WMG Academy is looking for an enthusiastic and empathetic person who will work in partnership with teachers to support the learning of individuals and small groups, in line with the national curriculum, codes of practice and academy policies and procedures. You will assist in the promotion and development of inclusive learning and teaching throughout the Academy in order to give students every opportunity to achieve their best.

The Academy believes that all young people deserve to become world-class learners - to learn, enjoy, succeed and thrive in a first rate educational environment with excellent facilities, outstanding teaching and the most up-to-date resources available to them. You will benefit from visionary and supportive leadership and be empowered to develop your own skills.

This is a unique opportunity to be involved in a new and exciting academy; designing and leading an innovative approach to learning and ensuring that learners achieve the highest outcomes and opportunities.