

## **JOB DESCRIPTION**

**POST TITLE:** Higher Level Learning Support Assistant

**POST RESPONSIBLE TO:** Director of Pastoral and Additional Needs

**SALARY:** Grade 6 (SCP 12 to 18) – Full Time Equivalent to £22,571 - £25,419

**CLOSING DATE:** Friday 17th November 2023

**INTERVIEW DATE:** Week commencing 20 November 2023

**START DATE:** As soon as possible

### **JOB PURPOSE**

The role involves working with the Director of Pastoral and Additional Needs (SENCo) to provide support for students, teachers and the Academy in order to raise standards of achievement for students with Special Educational Needs by utilising advanced practitioner levels of knowledge and skills. The post holder will undertake the duties of a Teaching Assistant Level 3 to support all activities for students with Special Educational Needs to ensure they have equality of access to educational opportunities at WMG Academy.

### **DUTIES AND RESPONSIBILITIES**

#### **Support for Learners**

- Carry out specific small group and individual teaching for students with SEND and those with low literacy and numeracy skills including assessing students' progress;
- Use a wide range of specialist skills to meet the academic learning needs of pupils including diagnostic's and developing bespoke intervention activity;
- Working with the Examination Officer and Director of Inclusion, to ensure that students receive the support they are entitled to for exams;
- In accordance with arrangements made by the Director of Inclusion, progress pupils' learning in a range of classroom settings, including working with individuals, small groups and whole classes where the assigned teacher is not present for a fixed amount of time.

#### **Support for Teachers**

- Provide information and reports as required on the achievement and progress of students;
- Schedule and manage intervention programs delivered by Learning Support Assistants;
- Record the outcome of student assessments of progress on a regular basis so that records are always up to date;
- Assess the needs of students and contribute to the planning, development, recording and assessing of Inclusion Passports.

#### **Support for the Curriculum**

- Plan and review timetables for Teaching Assistants under the direction of the SENCo;
- Plan and review timetables to support students in the classroom under the direction of the SENCo;
- Take and keep accurate records of minutes of meetings;

- Ensure that the SEND Register is kept accurate and up to date and that staff are kept informed of pupil special educational needs;
- Ensure that student files and records are kept up to date;
- Be responsible for the preparation, maintenance and control of stocks of materials and resources.

### **Support for the Academy**

- Communicate regularly and effectively with the parents of students with SEN by holding meetings, writing letters & emails, conducting surveys and making telephone calls;
- Communicate regularly and effectively with staff to collect information and disseminate data and up to date information about students;
- Contact external agencies to support students as appropriate and to attend multi-agency meetings as appropriate;
- Be aware of and support difference and ensure all learners have equal access to opportunities to learn and develop;
- Contribute to the overall ethos/work/aims of the Academy;
- Appreciate and support the role of other professionals;
- 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; ● Show a duty of care and take appropriate action to comply with Health & Safety requirements, safeguarding, security, confidentiality and data protection at all times reporting all concerns to an appropriate person;
- 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 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;
- Assist with enrichment activities, e.g. small sports activities, engineering projects, creative or learning support groups.

**Any other duties commensurate with the level of this post and as directed by the Director of Pastoral and Additional Needs , Associate Principal or Chief Executive.**

### Person Specification for Higher Level 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>	
Hold NQF Level 3 qualification	E
Demonstrable levels of numeracy & literacy equivalent to GCSE (A-C) or NVQ Level 2	E
Training in relevant learning strategies e.g. literacy	E
Level 3 qualification in relevant STEM subject	D
Evidence of specialism in the following areas of need: ASD and/or SEMH	E
<b>EXPERIENCE</b>	
Proven record of success working with students with additional needs Working with a range of agencies to support students and parents	E E E
An understanding and demonstration of barriers to learning and how to overcome this	
Understanding of outstanding teaching, learning and assessment strategies	E
Understanding of behaviour for learning.	E
<b>KNOWLEDGE AND SKILLS</b>	
Excellent subject knowledge	E
Knowledge and understanding of current developments in SEND	E
Ability to analyse and interpret student performance data and set targets for students.	E
Ability to create an ethos which enables all students 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
Excellent literacy, numeracy and ICT skills	E

<b>PERSONAL ATTRIBUTES</b>	
Confidentiality and discretion	E
Ability to organise, plan and prioritise	E
Excellent communication skills	E
A commitment to safeguarding to learners within the academy	E
Enthusiasm, optimism and energy	E
To work under pressure and meet deadlines	E

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

For more information, please call 02476 464 661 or email [coventryrecruitment@wmgacademy.org.uk](mailto:coventryrecruitment@wmgacademy.org.uk)