

JOB DESCRIPTION			
JOB TITLE	Learning Support Assistant	SALARY	ALET APTC Pay Scales (£20,258 to £21,968) pro rata (per annum) dependent on experience
RESPONSIBLE TO	SENDco	LOCATION	UTC Swindon
WORK IN PARTNERSHIP WITH	SENDCo, Teaching Staff and Outside Agencies and Deputy Head of School for Pastoral and Behaviour	HOURS	Flexible, up to 40 hours per week (term time only plus 10 additional days)
DIRECT REPORTS	None	LAST REVIEWED	June 2023
Signatures (employee and line manager)			

MAIN DUTIES AND RESPONSIBILITIES

(a) In relation to students:

- To develop an understanding of the special educational needs of the student concerned.
- To take into account the student's special needs and to ensure their access to the lesson and its content through providing appropriate clarification, explanations, equipment and materials.
- To build and maintain successful relationships with the student, treat them with respect and consideration.
- To help promote independent learning.
- To help reinforce learning.
- To assist students with their physical/personal care/medical needs.
- To help students record work in an appropriate way.
- To develop study and organisational skills.
- To help keep the students on task and well-motivated.
- To model good practice.
- To help build the student's confidence and enhance self-esteem.
- To monitor the social, emotional and physical wellbeing of the student.
- Follow up attendance issues with students, parents and outside agencies where appropriate.
- Supporting and supervising sports, science, engineering and other practical activities.
- Helping Students with their reading.
- Helping to prepare the classroom for a lesson.
- Helping students who need extra support to complete tasks.

(b) In relation to the Teacher

- To have formal and informal meetings with teachers to contribute to planning lessons/activities.
- To prepare materials and resources.
- To prepare students beforehand for a task.
- To use differentiated activities with identified groups.
- To support the teacher in implementing specific teaching programmes.
- To supervise practical tasks.
- To carry out structured classroom assessment/observation and feedback outcomes to teaching staff.
- To be involved in keeping records and evaluating identified students' progress.
- To provide support to other students in the class as directed by the class teacher.
- To help teachers to plan learning activities and complete records.
- To support teachers in managing class behaviour.
- To supervise small group activities.

PROFESSIONAL CONDUCT

All staff are expected to:

- Follow the UTC's Appraisal Policy
- Make the most efficient and effective use of human, financial and material resources
- Be aware of and responsive to the changing nature of the UTC, adopt a flexible and pro-active approach to work and contribute to a range of cross-college initiatives to facilitate the delivery of key business objectives
- Participate in UTC developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of their post
- Be conversant with and operate all appropriate information technology resources available and to keep abreast of developments in this area
- Participate in the development of a responsive customer centred approach to service delivery
- Ensure compliance with all UTC policies, procedures and regulations and assist in the implementation of decisions.
- Give good notice of any absence in line with the UTC's Absence Management Policy.
- Adhere to general standards of conduct embodied in UTC policies
- Provide an education service which, actively promotes equality of opportunity and freedom from discrimination, demonstrating the UTC encourages the valuable and enriching contribution, which people from a range of backgrounds and experiences can bring to the life and development of the organisation
- Work within any legislation to which the UTC is bound by law
- Make the most efficient and effective use of resources being aware of budget implications
- Responsibility to promote and maintain a safe and healthy environment for yourself, all other staff and students
- Responsibility to respect the UTC Community and abide by the Equality policy
- Report any incidence of bullying/harassment as part of the safeguarding statement and procedures

GROUP/ EMPLOYEE RESPONSIBILITIES

- To always work and act in accordance with the Trust's Vision, Values and Strategic Plan
- To demonstrate professional behaviours and Attributes
- To be responsible for ensuring that the activities under your control are conducted in accordance with the safeguarding and health and safety requirements of Activate Learning Education Trust's policies and procedures
- To safeguard the welfare of children, young persons and other vulnerable people for whom you come into contact with, ensuring a learning environment where students feel safe and supported, and British values are celebrated
- To be accountable for own safety and that of colleagues/ visitors to the workplace
- To work in a flexible manner and be willing to undertake other duties as reasonably requested

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the UTC and the professional development of the staff.
- This job description may be reviewed at the end of the academic year or earlier if necessary. In addition, it may be amended at any time after consultation with you.
- The law requires this position to have an enhanced criminal background check. This is to protect children and vulnerable adults and to safeguard positions of trust. The position is therefore exempt from Rehabilitation of Offenders Act. If your application is taken further, you will be asked to declare details of any criminal record, even convictions that are 'spent' according to the act. If you are offered the post this information will be checked against Criminal Records Bureau files. You will be provided with full information at each stage.
- Swindon UTC is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- Please note UTC Swindon operates a no smoking policy.

QUALIFICATIONS & EXPERIENCE		TECHNICAL COMPETENCIES /KNOLEDGE/SKILLS		BEHAVIOURAL SKILLS/PERSONAL ATTRIBUTES	
Qualifications		Essential	Desirable	Equality and Diversity	
Essential	Desirable	<ul style="list-style-type: none"> • A positive interest in working with students • Ability to get the best out of students. • A sense of humour. • Adaptability and creativity. • Able to work on your own and as part of a team. • Ability to build good working relationships with a range of colleagues and students. • A clear communicator. • Ability to work calmly. • Caring and dedicated. • Energy, enthusiasm and patience. • The ability to manage groups of students and cope with challenging behaviour. 	<ul style="list-style-type: none"> • The ability to manage groups of students and cope with challenging behaviour 	Essential	Desirable
<ul style="list-style-type: none"> • A good standard of education including Maths and English GCSE 	<ul style="list-style-type: none"> • Administrative qualification 			<ul style="list-style-type: none"> • Demonstrable knowledge and understanding of, and commitment to, equality of opportunity and inclusive education 	<ul style="list-style-type: none"> • Knowledge of appropriate national standards • Understanding of multicultural issues in the context of a secondary school
Experience		Other requirements			
Essential	Desirable	Essential	Desirable	<ul style="list-style-type: none"> • Ability to work well under pressure • Good communication and ambassadorial skills • Ability to turn hand to anything, particularly during early phases • A 'can do' attitude 	
<ul style="list-style-type: none"> • Evidence of having worked with students of secondary school age in some capacity; this could be as a parent/carer. 	<ul style="list-style-type: none"> • Interest in science or engineering • Experience working with in student support 				



ATTRIBUTES



PROFESSIONAL

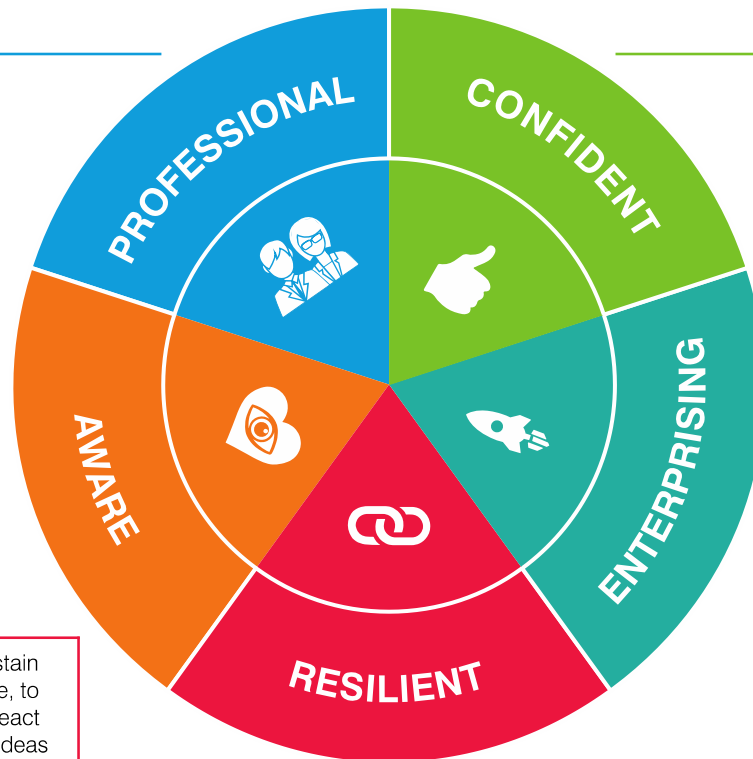
Employees work together collaboratively, building positive relationships to achieve great results, whilst communicating confidently and sensitively using appropriate technology, and always acting as an ambassador for their Department, Faculty, Team and the wider Activate Learning Group.

AWARE

Employees recognise and understand emotions in themselves and others and are able to use this awareness to manage and adjust their behaviour and relationships.

RESILIENT

Employees have the ability to sustain their energy levels under pressure, to cope and adjust to change and react positively and proactively to new ideas and ways of doing things, viewing change as a positive opportunity.



CONFIDENT

Employees are positive in their approach, understand the needs and aspirations of their learners, colleagues and customers and feel assured within the principles of the Learning Philosophy to motivate and influence themselves to succeed, articulating how their contribution makes a difference.

ENTERPRISING

Employees approach problems and challenges positively, demonstrating a desire to deliver new ideas and offer fresh insights, whilst continuously learning and improving to make a positive contribution to their Department, Faculty, Team and the business as a whole.

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This job description is written at a specific time and is subject to change as the demands of the organisation and the role develops. The role requires flexibility and adaptability and the employees of the Trust need to be aware that they may be asked to perform tasks and be given responsibilities not detailed on this job description.

Diversity Statement

Activate Learning Education Trust recognises and values the enriching contribution which people from a range of backgrounds and experiences can bring to the life and development of the Trust. We therefore aim to provide an education service which, in its teaching, administration and support services, actively promotes equality of opportunity and freedom from discrimination on grounds of age, cultural background, disability, ethnicity, gender, religion or sexual orientation.

Health and Safety Statement

All employees have a responsibility to promote and maintain a safe and healthy working environment, by taking reasonable care of their own health and safety at work and the well-being of colleagues and students. Line managers have specific responsibility for the health and safety of the team for which they have general management responsibility.

Safeguarding Statement

Activate Learning Education Trust is committed to the safeguarding and welfare of young people and expects all employees and volunteers to share this commitment.