

Job description and person specification

The purpose of the Job Description and Person Specification is to provide information about the role and the skills the post holder must have.

All staff are expected to work in the spirit of conflict resolution and uphold the Quaker ethos of the school, particularly focussing on 'that of good in everyone', specifically:

- To remember at all times that all Breckenbrough pupils have complex needs and acute anxieties.
- To understand and empathise with the pupils' problems and to look for the underlying causes of misbehaviour and unhappiness.
- To consistently show tolerance, forgiveness and to build on the positives.
- To build trusting relationships with pupils, colleagues and parents.

Job details

Job title: Learning Support Assistant
52 week contract based on 32.5 hours per week
08:30 – 16:00 – Monday to Friday

Reporting to: Assistant Headteacher (SENCo)

Responsible for:

1. To support and work with students aged 9 to 19 to help them achieve outstanding academic and social outcomes.
2. To prioritise the social and emotional well-being of all students.
3. To support the ethos and vision of the school.

Grade: LGE Scales Point 8

Date produced: February 2025

Job description

Purpose of the post:

To support the individual needs of every student at Breckenbrough School with a focus on facilitating learning during the academic day, whilst also prioritising the well-being and safeguarding of all students.

Main duties and responsibilities:

Teaching and learning

1. Understand how students' learning is affected by their physical, intellectual, emotional and social development and to understand the stages of child development and make all necessary adaptations to meet these and to address the needs identified in their EHCPs.
2. Select and make good use of IT skills for classroom and management support.
3. To be an exams invigilator, scribe, reader as required for formal external board exams.

4. To remain vigilant and do everything possible to safeguard young people and others from abuse of a physical, emotional, sexual, neglectful, financial or institutional nature. This includes a primary focus on the wellbeing of young people and an absolute requirement to report immediately any incident of this nature you witness, hear about or suspect.
5. Assist in the academic and social development of students under the direction and guidance of the associate leadership team.
6. Assist in the design and implementation of Individual Support Plans for students and help monitor their progress
7. Provide support for individual students inside and outside the classroom to enable them to fully participate in activities. In some cases, this will be as designated and funded 1:1 support.
8. Deliver interventions as and when required under the direction of the SENCo.
9. Work with other professionals, such as speech therapists and occupational therapists, as necessary
10. Assist teachers with maintaining student records

Other Professional Requirements

11. Establish and maintain effective working relationships with professional colleagues and parents
12. Participate as required in meetings with professional colleagues and parents in respect of the duties and responsibilities of the post
13. Be aware of the need to take responsibility for your own professional development

Administrative duties

14. Prepare and present displays of students' work
15. Complete behaviour reports on the MIS as required by school policy
16. Undertake other duties from time to time as the Headteacher requires

Standards and quality assurance

17. Support the values and ethos of the school
18. Set a good example in terms of dress, punctuality and attendance
19. Attend team and staff meetings
20. Undertake professional duties that may be reasonably assigned by the Head teacher
21. Be proactive in matters relating to health and safety

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Responsibilities will vary but will include the following on top of in class support

Role	Responsibilities	Skills, Qualities, Experience
Wave 2 Interventions	- Delivering Wave 2 interventions as listed within the SEN register, as directed by the SENCo - Contributing to the planning of Wave 2 programmes - Recording and reporting on progress relating to EHCP outcomes - Attending regular meetings with the SENCo to discuss and update progress. - Providing feedback within the specific teams and to whole staff team as required	- Understanding of EHCP sections regarding provision and outcomes - Ability to plan and deliver specific intervention - Organisation and administration skills - Ability to meet timely deadlines
Keyworking	- Meeting the specific roles and responsibilities listed within the keyworker policy - Providing a link between student, home and school for specific students - Completion of the QoL for specific students and providing reports as and when required - Contributing to the work of the QoL team, including joining meetings as and when required - Knowledge and understanding of the role and responsibility of a keyworker - Organisation and administration skills - Communication skills and the ability to form trusting relationships with students and parents - Ability to meet timely deadlines - To a maximum of keyworking with 2 students	- Meeting the specific roles and responsibilities listed within the keyworker policy - Excellent communication skills and an active listener - Effective at working across teams - Ability to meet timely deadlines - Administration skills Key-working comes with and £1061 allowance per annum
Tuition Support	- Delivering 1:1 or small group tuition for students within the daily academic timetable within and beyond the classroom. - Contributing to the planning of 1:1 or small group tuition - Recording and recording on progress, including marking books and completing reports as and when required	- Secure subject knowledge in what is being delivered - Organisation and administration skills - Understanding and sensitivity to support students in overcoming their barriers to learning - Ability to meet timely deadlines

Job title: **Learning Support Assistant**

*****This job is in regulated activity with vulnerable children and adults – Breckenbrough School has a duty to safeguard both its students and staff.***

Person Specification

	Essential	Desirable	Not required
Qualifications			
1. Qualified Teacher Status			✓
2. Educated to Degree level			✓
3. Educated to "A" level standard or above		✓	
4. GCSE Grade C or above in English and Mathematics	✓		
5. Accredited to NVQ Level 2 or 3 in Child Care			✓
Experience			
6. Success at working with children (formally or informally) in an educational setting	✓		
7. Success at working with children with complex needs	✓		
8. Success at working within a team in an educational setting		✓	
9. Using software applications		✓	
10. Producing Health and Safety and/or Risk Assessments			✓
Knowledge			
11. Awareness of Quaker philosophy and ethos		✓	
12. Awareness of conflict resolution		✓	
13. Understanding of Autism , Asperger's Syndrome, Attention Deficit and Hyperactivity Disorder and other complex needs		✓	
14. Understanding of specific learning difficulties such as dyslexia, dyscalculia and dyspraxia		✓	
15. Working knowledge of School Management software		✓	
16. Working knowledge of common user applications: Microsoft Office for example		✓	
Communication and Conflict Resolution Skills			
17. Listening	✓		
18. Articulate – good use of positive and constructive language	✓		
19. Calm tone of voice	✓		
20. Non-threatening positive body language	✓		
21. Projecting confidence	✓		

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22.	Tolerance	✓		
23.	Patience	✓		
24.	Forgiveness	✓		
25.	Problem solving	✓		
26.	Imagination	✓		
27.	Flexible and adaptable	✓		
28.	Developing others		✓	
29.	Motivating others		✓	

Personal qualities				
30.	Self motivation		✓	
31.	Initiative		✓	
32.	Energy/dynamism		✓	
33.	Organisation		✓	
34.	Perseverance/tenacity		✓	
35.	Interests which compliment or add to school activities		✓	
36.	Reflective		✓	
37.	Determined and resilient		✓	
38.	Objective		✓	
39.	Trust		✓	
40.	Honesty		✓	
41.	A team player		✓	
42.	A willingness to constantly seek self improvement	✓		
43.	Resilience	✓		

I understand and accept the job description as set out above:

Employee's signature:

Date: