Job Description

POST: Learning Support Assistant

RESPONSIBLE TO: The Principal, under the day-to-day management and leadership of the SENCO and/or Lead Teacher of the O-zone

GRADE: Grade 5 (SCP 4-6) of the National Salary Scale dependent on qualifications/experience for 30 hours per week.

KEY RELATIONSHIPS: Academy Leadership Team; relevant teaching and support staff; LA representatives; partner professionals; parents; local community; other Oasis Academies and Oasis Community Learning central staff.

LOCATION: Oasis Academy: Coulsdon

WORKING PATTERN: 30 hours per week 8.20am – 3.00pm, 39 weeks per year term time to include 5 training days

JOB PURPOSE: To work under the instruction/guidance of the SENCO, to provide specific work/care/support programmes. To support pupils to access learning. Work may be carried out in the classroom or outside the main teaching area.

DISCLOSURE LEVEL: Enhanced

RESPONSIBILITIES:

Support pupils to make progress in key subjects or curriculum areas by:

- Working closely with the subject teacher, under the direction of the SENCO, to plan how to support pupils within the lesson
- Assisting with the planning of learning activities and support pupils to achieve learning goals.
- Supporting pupils on a one-to-one basis or in a group setting
- Monitoring the response of pupils to learning activities and record achievements/progress as directed.
- Determining the need for, and preparing and maintaining general and specialist equipment and resources and assisting pupils in their use
- Providing detailed and regular feedback to the SENCO and subject teachers on pupils’ progress
- Promoting the Academy ethos
- Setting challenging and demanding expectations and promote self-esteem and independence
- Establishing constructive relationships with key people
- Encouraging pupils to interact and work co-operatively with others and engage all pupils in activities
- Promoting independence and employing strategies to recognise and reward achievement
- Assisting with the development and implementation of Individual Education Plans and Personal Education Plans
- Being aware of and comply with policies and procedures relating to Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Attending and participating in relevant meetings as required
- Any other reasonable task as directed by appropriate staff

The person undertaking this role is expected to work within the policies, ethos and aims of the Academy and to carry out such other duties as may reasonably be assigned by the Principal. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.
# Learning Support Assistant

## Person Specification

### Our Purpose
Oasis Academy Coulson 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 Community Learning 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. The work of Oasis Community Learning is motivated and inspired by the life, message and example of Christ, which shapes and guides every aspect of each of our Academies. This is foundational to our belief that all people are created and loved by God and to our commitment to model inclusion and compassion throughout all the aspects of the life and culture of the Academy community. It is vital, therefore, that our staff own our Christ-centred ethos and the values, which flow from it.

For further information, please refer to the Oasis Community Learning Purpose, Ethos and Values document which can be downloaded from www.oasiscommunitylearning.org/about_ocl.html.

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<th>Essential</th>
<th>Desirable</th>
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<td><strong>Qualifications</strong></td>
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<tr>
<td>• At least to GCSE or equivalent in English and Maths</td>
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<td><strong>Leadership and management</strong></td>
<td>• Self-motivated and committed to self-development</td>
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<td><strong>Experience, Skills and knowledge</strong></td>
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<td>• Experience within a workplace or other appropriate environment</td>
<td>• Successful experience of working with young people</td>
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<td>• Experience of working effectively within a team</td>
<td>• Experience of working in a highly confidential environment</td>
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<td>• Recent experience of a multi tasking role</td>
<td>• Experience of using behaviour management strategies and techniques with young people</td>
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<td>• An awareness of specific learning difficulties such as ASD, ADHD, Dyslexia and Dyspraxia</td>
<td>• A knowledge and understanding of specific learning difficulties such as ASD, ADHD, Dyslexia and Dyspraxia</td>
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<td>• Good Literacy, Numeracy and ICT skills</td>
<td>• Proficient in the use of Microsoft Office, SIMs, e-mail and the internet</td>
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<td>• Good organisational skills</td>
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<td>• Ability to encourage learning by building positive relationships</td>
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<td>• Good interpersonal skills with the ability to liaise effectively with other staff</td>
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