



### **JOB DESCRIPTION**

Job Title:	<b>Learning Support Assistant</b> <b>Specific focus in supporting students with their communication, interactions and social skills</b>
School:	<b>The Cornerstone Academy</b>
Responsible to:	<b>SENDCo/ Deputy SENDCo</b>
Responsible for:	<b>N/A</b>

### **Main Responsibilities and Duties**

To develop the holistic skills of young people by delivering small group or 1:1 sessions to promote and reinforce the student's self-esteem, resilience, teamwork, turn-taking, group work and problem-solving skills.

The sessions will teach and allow students to practice their communication, interaction and social skills so they can better access the learning and the social environment of the school setting.

Training will be provided to be able to follow a proven intervention to support this and some in lessons support will be included within the role.

#### **Support the school by:**

- 1) Being aware of and working in accordance with the school's policies and procedures.
- 2) Respecting confidential issues linked to home, other students, staff, or the academy.
- 3) Supporting the SEND team with day to day roles and responsibilities including breaktime chill club and after school homework club.

#### **Support personal development by:**

- 1) Participating in the school's appraisal and employee development procedures.
- 2) Attending relevant training and development opportunities as required by the Principal.
- 3) Demonstrate a willingness to train in supporting students with communication and interaction needs and supporting them to overcome barriers and develop strengths in these areas.

**Generally:**

- 1) Support the school's fire and emergency procedures.
- 2) Comply with all decisions, policies and standing orders of the school and BCP Council; comply with any relevant statutory requirements, including Equal Opportunities legislation, the Health and Safety at Work Act and the Data Protection Act.
- 3) Have a commitment to Child Safeguarding, promoting the welfare of students in accordance with the school's agreed procedures.

**Supervision and Management of People**

- 1) Little or no supervisory responsibility other than assisting work familiarisation of peers and new recruits.

**Knowledge and Skills**

- 1) Experience of working with students in an educational setting is an advantage.
- 2) Experience in having delivered communication, interaction or social skills interventions is an advantage, although training will be provided.
- 3) Demonstrate a willingness to train in supporting students with communication and interaction and/or social/ emotional mental health difficulties.
- 4) The post holder will require discretion, loyalty, commitment, patience, flexibility, organisation, high standards of behaviour management, ability to work within a team, and a good level communication.
- 5) An education standard equating to GCSE grade C in English, Mathematics and Science. A qualification relevant to supporting the learning process in schools would be advantageous.

**Creativity and Innovation**

- 1) Be creative and adaptable to deliver proven and specific programmes of intervention - training will be provided.
- 2) Use a variety of interpersonal techniques to establish supportive relationships with students, parents and carers.

**Contacts and Relationships**

- 1) Regular communication with the staff team and contact with parents or carers to share progress and strategies.
- 2) Seek guidance from teaching staff when needed and refer more complex decisions to the SENDCo/Deputy SENDCo.
- 3) Contact with students on 1:1 or small group basis to practice, rehearse and teach skills to support social communication and interaction.

### **Work Environment**

- 1) The post holder may be required to deal with routine issues which arise but which will not involve a change to the programme.
- 2) The post holder will be expected to support behaviour of students in line with the school behaviour policy.

Prepared by:        The Cornerstone Academy  
Date:                October 2023

## **PERSON SPECIFICATION**

Job Title:	<b>Learning Support Assistant</b>			
<b>ATTRIBUTES</b>	<b>CRITERIA</b>	<b>Essential</b>	<b>Desirable</b>	<b>METHOD OF ASSESSMENT</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of working with students</li> <li>• Experience of working with students who have a range of educational needs</li> <li>• Experience in delivering communication, interaction and/ or social skills interventions.</li> </ul>	*  *	*  *  *	Application form Interview References
<b>Qualifications &amp; Training</b>	<ul style="list-style-type: none"> <li>• 5 GCSE's with a minimum grade C or above in English and Mathematics, or equivalent qualifications or relevant experience</li> <li>• NVQ Level 2 qualification or working towards</li> <li>• NVQ Level 3 qualification or working towards</li> </ul>	*  *  *	*	Application form Certificates Interview
<b>Aptitudes &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Excellent communication skills</li> <li>• Ability to remain calm and make decisions whilst under pressure</li> <li>• Good organisational, planning, evaluation and monitoring skills</li> <li>• Ability to work under own initiative</li> <li>• Ability to respond sensitively and flexibly to competing demands from students</li> <li>• Ability to handle confidential information with discretion</li> <li>• Ability to lead groups of students, applying appropriate behaviour and learning strategies</li> <li>• Ability to apply a wide range of strategies for the benefit of the student</li> <li>• Ability to keep accurate records of student progress.</li> </ul>	*  *  *  *  *  *  *  *	*  *  *  *  *  *  *	Application form Interview References
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Understanding of the school's health and safety policy</li> </ul>	*	*	Application form Interview References

	<ul style="list-style-type: none"> <li>• Knowledge and understanding of the National Curriculum including literacy and numeracy strategies</li> <li>• Understanding of lesson plans</li> <li>• Excellent knowledge of the five outcomes of Every Child Matters</li> <li>• Understanding of Individual Learning Plans</li> <li>• Knowledge of school's behaviour and management policy and procedures</li> <li>• Knowledge of Child Safeguarding</li> </ul>	<ul style="list-style-type: none"> <li>*</li> <li>*</li> <li>*</li> <li>*</li> <li>*</li> <li>*</li> </ul>	<ul style="list-style-type: none"> <li>*</li> <li>*</li> <li>*</li> <li>*</li> <li>*</li> <li>*</li> </ul>	
<b>Attitude / Motivation</b>	<ul style="list-style-type: none"> <li>• A commitment to developing students as independent learners</li> <li>• A commitment to developing yourself through continuing education and training</li> <li>• Enthusiastic and empathic</li> </ul>	<ul style="list-style-type: none"> <li>*</li> <li>*</li> <li>*</li> </ul>	<ul style="list-style-type: none"> <li>*</li> <li>*</li> <li>*</li> </ul>	Application form Interview References
<b>Other Factors</b>	<ul style="list-style-type: none"> <li>• Commitment to Inclusion and Equal Opportunities</li> <li>• Enhanced DBS check</li> </ul>	<ul style="list-style-type: none"> <li>*</li> <li>*</li> </ul>	<ul style="list-style-type: none"> <li>*</li> <li>*</li> </ul>	Application form Interview References DBS process

This job description is current at the date shown, but following consultation with you, may be changed by the Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

*I confirm that I have read and understood the details contained within this job description.*

*I understand that by signing this document, I agree to the terms and conditions contained within it.*

<b>Signed</b>	
<b>Print Name</b>	

<b>Dated</b>	
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