



## **King's Academy College Park**

### **Learning Support Assistant Job Description**

#### **Job Purpose**

Provide essential support to students with diverse learning needs.

#### **Key Accountabilities**

- Provide independent and small group support to students with diverse learning needs
- Foster an inclusive and supportive classroom environment
- Assist in the development and adaptation of learning materials and resources
- Aid in managing classroom behaviour and social skill development
- Continuously assess and document students' progress, maintaining accurate records
- Engage in professional development to stay updated with best practices
- Collaborate with teachers, special education coordinators and support staff
- Prioritise the safety and well-being of students
- Contribute to the development and implementation of Individual Support Plans (ISPs)
- Maintain strict confidentiality regarding student information and records
- Problem-solve and adapt to address challenges in supporting students
- Engage in professional development to stay updated with best practices
- To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.
- To fully comply with the Health and Safety at Work Act 1974 etc, the School's Health and Safety Policy and all locally agreed safe methods of work.

#### **Learning Support Assistant responsibilities**

The selected candidate will be tasked with delivering individualised support to students, extending their assistance to small groups, contributing to the whole class, and on occasion fulfilling breaktime supervision duties. Building strong connections with students and facilitating their classroom activities will be a key responsibility. Collaborating with the class teacher to ensure effective lessons is imperative. Proactive engagement and clear communication with both students and teachers are essential to uphold our high expectations for student achievement and conduct. To administer First Aid following completion of a certified course.

#### **Safeguarding**

- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection Policy, Safeguarding policy and Code of Conduct

- Ensure all issues relating to pupils are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements

#### **Health, Safety & Security**

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

#### **Equality, Diversity & Inclusivity**

- Contribute to the development of a workplace culture that promotes equality, diversity and inclusivity

#### **Other responsibilities:**

- At the discretion of the Headteacher, roles and responsibilities may change with the nature of the job described above.

**To be reviewed annually as part of the Performance Management/Appraisal Process.**