Candidate Brochure Learning Support Assistant



THE DEAN TRUST Believe Achieve Succeed

SALARY:

Grade 3 – SCP 3 to 5 FTE - £24,027 to £24,790 Actual - £18,352 to £18,934

START DATE:

September 2025

WORKING PATTERN:

33 hours per week

Monday to Friday

Term time only, plus 5 INSET days

CONTRACT:

Permanent

LOCATION:

Dean Trust Rose Bridge

ACCOUNTABLE TO:

Assistant Headteacher

Learning Support Assistant

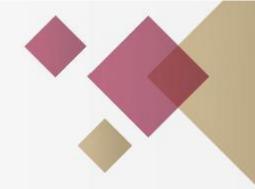
Job Summary

The Learning Support Assistant will work under the instruction and guidance of teaching and senior staff, to undertake required care and support programmes to enable access to learning for our pupils. The Learning Support Assistant will also assist the teacher in the management of pupils and the classroom as well as tracking and monitoring of pupil progress and attendance.

We are an Equal Opportunities employer committed to ensuring inclusion, diversity and equality of opportunity. We welcome applications from a diverse range of candidates including those from underrepresented groups, and/or with protected characteristics.

The Dean Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All post holders are subject to pre-employment safeguarding checks, including an enhanced Disclosure and Barring Check.

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Main Purpose of the Role

Through the development and implementation of individual education and/or behaviour plans, you will support our pupils to access learning. All whilst building positive relationships and promoting inclusion and acceptance.

Key Responsibilities

Support for Pupils

- Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities within the main school and/or inclusion areas.
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with pupils and interact with them according to individual needs
- Promote the inclusion and acceptance of all pupils
- Encourage pupils to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher
- Required to provide support to pupil(s) in a wheelchair

Support for Teachers

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work
- Use strategies, in liaison with the teacher, to support pupils to achieve learning goals
- Assist with the planning of learning activities
- Monitor pupils' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on pupils' achievement, progress and problems

- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of pupils' work
- Provide clerical/admin support, for example, photocopying, basic typing, filing, money, administer coursework

Support for the Curriculum

- Deliver structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses
- Deliver programmes linked to local and national strategies, for example, literacy, numeracy, KS3 and early years, recording achievement and progress and feeding back to the teacher
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Prepare, maintain and use those resources required to meet the relevant learning activity and assist pupils in their use

Support for the School

- Be 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
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the Academy
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as may be reasonably directed
- Participate in training, other learning activities and performance management as may be reasonably directed
- Assist with the supervision of pupils out of lesson times, including before and after lessons as may be reasonably directed
- Accompany teaching staff and pupils on visits, trips and out of school activities and take responsibility for a group under the supervision of the teacher as may be reasonably directed

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the brand style
- Be aware and comply with all policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person
 - Participate in training and other learning activities as required
- Participate in the school's People Development Process
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate
- To represent the school/academy at events as appropriate
- To support and promote the school/academy ethos
- To undertake any other duties and responsibilities as required that are covered by the general scope of the post
- To undertake any other reasonable duties at the request of the Executive Team and/or Headteacher

All post holders must comply with The Dean Trust professional standards. The job description will be reviewed as necessary and is subject to modification and amendment at any time after consultation with the post holder.

Whilst every effort has been made to explain the key responsibilities of this post, this job description is not intended to be exhaustive and every individual take undertaken may not be identified.

Personal Specification

	Essential	Desirable
Qualifications		
NVQ 2 or evidence of the equivalent QCF credit value, or equivalent qualification, or experience in teaching assistance	~	
Training in the relevant learning strategies, eg literacy	~	
Willingness to complete DfE's Teacher Assistant Induction Programme	~	
Basic First Aid training/training in specific medical procedures (willingness to undertake training if not already qualified)	~	
Experience		
Experience with a similar role in an education setting	~	
Use of relevant equipment/resources	~	
Knowledge		
General understanding of the national/foundation stage curriculum and other basic learning programmes/strategies	~	
Basic understanding of child development and learning	~	
Understanding of relevant policies, codes of practice and awareness of relevant legislation	~	
Skills and abilities		
Good numeracy/literacy skills	-	
A team player; striving to improve the life changes of our pupils	~	

Visible; a role model who will embody the values of the school to staff, pupils and the wider community	~	
Strategic; capable of acting on their own initiative, making decisions and taking responsibility for them	~	-
Solution focussed; with the resilience to overcome setbacks and the creativity to find ways forward and constantly seeking opportunities to develop their own knowledge, understanding and skills	~	-
Innovative; with the imagination and courage to propose radical change, maintaining learning and well-being of pupils as their first priority	~	-
Able to demonstrate self-awareness and empathy and understanding for others, always maintaining the highest standards of personal and professional ethics	-	
Ability to relate well to children and adults	~	
Effective use of ICT to support learning	~	
Able to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	~	



How to apply

If you would like to apply for this role please apply through our online recruitment site which is available via: <u>careers.thedeantrust.co.uk</u>

Application Closing Date: 9am Monday 7th July 2025

Any queries, please contact a member of the HR Team on 01942 510712 or via email at daniellegreen@deantrustrosebridge.co.uk