Job Description

Role: Learning Support Assistant

Location: Oasis Academy Pinewood, Thistledene Avenue, Collier Row, RM5 2TX

Salary: Scale 2 (3-5) Outer London

Accountable to: Class Teacher and Deputy Principal (SENCO)

Key Relationships: Academy leaders, teaching and support staff, Oasis Community Learning, local authority representatives, partner professionals, parents, the local community and other Oasis academies

About the role

We are looking for a caring, enthusiastic and committed Learning Support Assistant to join our team at Oasis Academy Pinewood.

Our Learning Support Assistants play an important part in helping every child feel happy, included and successful at school. Working closely with teachers and the SENCO, you will support children to access learning, develop their independence and confidence, and make the best possible progress.

The role includes supporting pupils with a range of needs, including physical, behavioural, medical, social, emotional and additional educational needs. Experience, skills or expertise in supporting pupils with SEND is essential.

What you'll do

Supporting our children

- Build positive, respectful relationships with individual children and groups.
- Support children with their learning, development, wellbeing and additional needs.
- Lead or support individual and small-group learning activities.
- Encourage children to become confident and independent learners.
- Help children access the curriculum by adapting instructions, resources and levels of support.
- Support children with physical, medical, emotional and behavioural needs where required.
- Promote positive behaviour through encouragement, praise and consistent application of the school's behaviour expectations.
- Recognise and report changes or concerns about a child's behaviour, wellbeing or safeguarding, following school procedures.
- Value children's different backgrounds, languages and cultures and help every child feel included.

Supporting teaching and learning

- Support and contribute to learning activities linked to children's EHCPs and IEPs.
- Observe children's learning and provide useful feedback on their progress and needs.
- Prepare and organise resources, equipment and learning spaces.
- Help children choose and use learning resources safely and effectively.
- Use IT and appropriate curriculum software to support learning.
- Maintain appropriate records and contribute information for reports, IEPs, assessments and annual reviews.
- Identify when a child is experiencing difficulty and share this promptly with the teacher.
- Support children as they arrive, leave and move safely around the school.

Being part of our school community

- Work positively as part of our wider school team, including teachers, support staff, therapists and other professionals.
- Attend relevant meetings and contribute to assessments where appropriate.
- Share knowledge and ideas that may help colleagues support our children.
- Build positive relationships with parents and carers, sharing relevant information with the appropriate member of staff.
- Maintain confidentiality and professional boundaries at all times.
- Take an active role in the care, guidance and safeguarding of our pupils.
- Work within the policies, values and ethos of Oasis Academy Pinewood and Oasis Community Learning.
- Undertake other reasonable duties within the scope and level of the role, including supporting extra-curricular activities where required.

Professional Development

You will take part in the school's induction programme and annual performance review and will be encouraged to continue developing your skills and knowledge through appropriate training.

Person Specification

Essential

Qualifications and experience

- Experience of working with children, either in a paid or voluntary role.
- NVQ Level 2 in Teaching Assistance, or an equivalent qualification.
- A willingness to learn, undertake training and continue developing professionally.

Skills and knowledge

- A warm and positive approach to communicating with children and young people.
- The ability to work effectively with individuals and groups, keeping children engaged and motivated.
- The ability to follow learning programmes and work under the direction of a teacher.
- The confidence and sensitivity to support children's physical, medical, emotional and behavioural needs.
- A basic understanding of child development and different types of SEND.
- An understanding of safeguarding, confidentiality, health and safety and equality.
- The ability to work collaboratively as part of a team.
- The ability to listen to children and treat their views with respect.
- An understanding of the importance of being a positive role model.

Personal qualities

We are looking for someone who:

- Is passionate about helping every child achieve their best.
- Is caring, patient, inclusive and respectful.
- Is committed to safeguarding and promoting children's wellbeing.
- Can build positive relationships while maintaining appropriate professional boundaries.
- Is resilient and positive when supporting children with a range of needs.
- Enjoys being part of a team.
- Shares and demonstrates the values and behaviours of Oasis Academy Pinewood and Oasis.

Desirable

- NVQ Level 3 in Teaching Assistance or equivalent.
- Experience of supporting children with autism spectrum disorder or social, emotional and mental health (SEMH) needs.
- ELSA training.

Flexibility

As with all roles in our school, some flexibility is important. The postholder may occasionally be asked to undertake other reasonable duties that sit within the scope and level of the role. The job description will be reviewed after one year, with any review discussed with the postholder.