

**THE BISHOP OF WINCHESTER ACADEMY  
JOB DESCRIPTION- SUPPORT STAFF**

**Section One  
General information**

<b>Post Title</b>	Learning Support Assistant Level 3
<b>Post Holder:</b>	
<b>General Duties:</b>	<p>All academy post-holders are expected to support the sponsors' vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.</p> <p>All academy post-holders are expected to contribute to the development of young people and the community through the specialism of Enterprise &amp; Innovation and Mathematics.</p> <p><b>General Classroom Support</b> To support the teacher by setting out learning resources and materials and carrying out directed learning activities.</p> <p><b>General Learning Support</b> To provide learning support to students (including the use of suitable ICT resources) under the direction of the teacher seeking assistance from the teacher where there are difficulties in supporting the learning activities.</p> <p><b>Planned and Differentiated Learning Support</b> To provide care and support to individual students by supporting learning through planned and differentiated activities.</p> <p><b>Literacy and Numeracy Development</b> To assist students' literacy and numeracy development and carry out specified learning tasks as directed by the teacher.</p> <p><b>Behaviour Development</b> To assist with the students' personal, behavioural and social development through appropriate guidance and advice. To act as a good role model to students by demonstrating respect and responding appropriately through your interactions with students and adults.</p> <p>This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.</p> <p>This job description is not necessarily a comprehensive definition of the post. It will be revised at least once each year, but may be subject to modification or amendment at any time after consultation with the holder of the post.</p>
<b>Reporting to:</b>	SENCO/ Vice Principal

<b>Responsible for:</b>	Providing direct practical support for the qualified teacher by establishing good relationships with all students giving appropriate comfort and care as to assist students (including those students with specialist learning needs) to reach their full potential.
<b>Liaising with:</b>	SENCO, Teaching staff, parents/guardians/carers as appropriate, students.
<b>Nature of Contract:</b>	Standard Terms and Conditions of Support Staff
<b>Salary Scale:</b>	
<b>Disclosure Level:</b>	Enhanced
<b>Review Date:</b>	Annually as part of the Performance Management process.
<b>Section Two Professional Duties and Responsibilities</b>	
<b>Ethos</b>	All academy post-holders are expected to support the sponsor's vision, Christian Ethos and values that are embedded in the day-to-day and long-term running of the academy. Each post holder must share the commitment of the sponsors' principles and values of honesty, respect, hospitality, compassion, love, forgiveness, self-discipline, creativity and hope.
<b>Specialism's</b>	All academy post-holders are expected to contribute to the development of young people and the community through the specialism of Enterprise & Innovation and Mathematics.
<b>Self Development</b>	<ul style="list-style-type: none"> <li>• To continually seek development opportunities to improve personal performance</li> <li>• Vice Principal is advised of training needs.</li> <li>• Development opportunities are sought/acted upon.</li> </ul>
<b>Attitude</b>	<ul style="list-style-type: none"> <li>• To act as a professional and positive ambassador for the academy in order to support the academy's mission and profile</li> <li>• Positive/constructive feedback from parents/students/visitors/colleagues/supporters will evidence supportive attitudes</li> <li>• Level of self-motivation and encouragement of others. Will support development of the academy ethos and contribute positively towards the development of specialisms.</li> </ul>
<b>Policy promotion</b>	To actively promote the academy's Equal Opportunities, Health and Safety, Data Protection policies, to ensure that the academy operates effectively, fairly, and in line with legislative requirements at all times.
<b>Safeguarding</b>	To adhere to and follow the academy's Safeguarding procedures in order to protect the safety of all children.
<b>Confidentiality</b>	To ensure confidentiality of the academy's activities is maintained in order to protect the integrity of the organisation and its people.

<b>Flexibility</b>	To carry out such other duties as may reasonably be required from time to time to meet the evolving needs of the organisation.
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**The Bishop of Winchester Academy is committed to developing the skills of its people. If you have any query about your own personal development, please speak to your line manager.**

Signed: \_\_\_\_\_

Date: \_\_\_\_\_

The Academy reserve the right to amend this document as necessary, after consultation with the individual concerned, in order to reflect changes in organisational requirements and ensure that the future goals of The Bishop of Winchester Academy are successfully achieved.