

# Job description: Stage not age Learning Support Assistant

<b>Reports to:</b>	Hartland Point Room Leader
<b>Hours:</b>	39.5 hours, TTO
<b>Salary:</b>	Ark Schools Band 2: Actual Salary £23,101 to £23,402 (FTE £24,482 to £24,795)

## The Role

In this role you will support the engagement, learning and wellbeing of pupils with complex needs, including social, emotional, mental health, behavioural, communication and learning needs. You will work closely with pupils who are unable to access mainstream provision, including those educated at Hartland Point, a stage-not-age provision designed to meet children at their developmental level. You will support pupils, parents, teachers and the wider school team to establish a nurturing, structured and responsive learning environment, enabling children to make progress academically, socially and emotionally, in line with their Education, Health and Care Plans (EHCPs).

## Key responsibilities

- To support individual pupils on a 1:1 basis and in small groups, including pupils attending Hartland Point, to help them engage in learning and make progress across the curriculum
- To work flexibly across a stage-not-age provision, adapting learning approaches to meet individual developmental needs rather than chronological age
- To support the implementation of EHCP targets, working closely with the class teacher, SENCO, Room Leader and external professionals
- To deliver targeted interventions, including programmes linked to Speech and Language Therapy (SALT), following guidance from qualified therapists
- To support teachers, parents and colleagues in creating a consistent, calm and purposeful learning environment
- To supervise pupils on the playground, in classrooms and in the dining hall during lunchtimes
- To attend a weekly dedicated planning session (30 minutes) with the class teacher
- To facilitate or co-facilitate an enrichment activity for pupils once a week after school

## Outcomes and activities

### Learning Support

- Promote inclusion, belonging and high expectations for all pupils, including those with SEND and those unable to access mainstream provision
- Work with teachers to assess individual pupil needs and developmental stages
- Work with the class teacher(s), SENCO and Inclusion Manager to implement, review and adapt EHCP outcomes, Individual Learning Plans and Provision Plans
- Support pupils to make progress towards communication, interaction, sensory and emotional regulation targets, including SALT-related goals
- Plan and facilitate small group learning and therapeutic interventions
- Deliver structured 1:1 teaching and targeted interventions aligned with EHCP priorities
- Observe, record and provide feedback on pupil engagement, progress and behaviour
- Maintain accurate records and contribute to review meetings and professional discussions
- Assist with assessment, monitoring and evidence gathering to inform provision and EHCP reviews
- Create and adapt learning materials appropriate for a stage-not-age model
- Support behaviour regulation using consistent, trauma-informed and positive behaviour strategies
- Assist with off-site activities and educational visits where appropriate

**Other support**

- Support pupils' personal, emotional and social development by building trusting, positive relationships
- Engage pupils in structured play and social communication activities
- Assist with follow-through for related services, including Speech and Language Therapy (SALT), Occupational Therapy and other specialist interventions
- Maintain confidentiality regarding pupils and families at all times
- Attend relevant training, meetings and supervision sessions

**Other**

- Work as part of the team upholding the school's vision and values at all times
- Ensure compliance with Arks data protection rules and procedures
- Liaise with colleagues and external contacts at all levels of seniority with confidence, tact and diplomacy
- Work with Ark Central and other academies in the Ark network, to establish good practice throughout the network, offering support where required

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by the Headteacher.

## **Person Specification: Learning Support Assistant**

### **Qualifications**

- English and Mathematics GCSE at grade C or above (or equivalent)
- Certified teaching assistant course or training or commitment to work towards these

### **Knowledge, Skills and Experience**

- Experience of working in a stage-not-age or alternative provision setting
- Experience supporting pupils with EHCPs and complex needs, including communication and interaction difficulties
- Understanding of, or willingness to learn, Speech and Language Therapy strategies and programmes
- Experience working with pupils who struggle to access mainstream education
- Experience of working with outside agencies and families (desirable)
- Ability to communicate effectively with students, parents and multi-agencies partners
- Knowledge and understanding of how to effectively implement particular strategies and routines to help students to improve their learning and to establish outstanding behaviour management
- Good numeracy and literacy skills
- Good administrative, organisational and computer skills

### **Behaviours**

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

### **Other**

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

*Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.*

*Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).*