



Job Description Learning Assistant

Location	Oaks Rise CIC, Hove
Reports to	Senior Learning Facilitator
Contract Type	Permanent, part-time
Days	3.5 - 4 days per week, to be agreed in line with the successful candidate's preference.
Salary	£22,500 - £25,000 (FTE), depending on experience (e.g. £18,000 - £20,000 actual for 4 days / week)

About Oaks Rise CIC

Oaks Rise CIC is an Alternative Provision for autistic learners who have self-excluded from mainstream school due to high levels of anxiety, sensory, social and emotional needs. We support reengagement with education, rebuild self-esteem, and enable academic progress. Our education approach is neuro-affirming, structured and adult guided whilst being low demand and consent based. We put authentic relationships and trust at the heart of everything we do.

We are open from Monday to Thursday each week, term time only. Sessions run from 9.30am - 12.30pm and 13.30pm - 16.30pm. Groups are broadly split by age and each group has a maximum of 8 learners and at least one Learning Assistant in addition to the lead facilitator.

We strive to create a positive neuroinclusive environment for staff and we welcome applications from neurodivergent people.

About the Role

We are seeking a Learning Assistant to join our small talented and committed team. The role will work across two groups of learners; the morning group who are primarily Key Stage 3 aged and the afternoon group who are primarily Key Stage 4 aged.



The role involves working closely with Senior Learning Facilitators to support the delivery of personalised, creative and engaging sessions that prioritise relationships and wellbeing alongside academic progress.

Duties and Responsibilities

- Assist our Senior Learning Facilitators, English and Maths teachers to deliver lessons.
- Work with learners to make sure they understand & feel comfortable with the activity.
- Watch, record and report the progress that learners make. Support with the formative assessment and reporting process.
- Look after any children who are upset or unwell.
- Actively work with disengaged children - either supporting them one to one or re-integrating them back with the activities.
- Set up and tidy up the classrooms.
- Foster engagement, confidence and emotional wellbeing through authentic, positive relationships and encouragement.
- Be flexible, creative & responsive to the needs of learners in the moment.
- Provide feedback to learners on their achievements & progress.
- Meet with colleagues to discuss learners' progress, adapt activities and co-plan support strategies.
- Attend staff meetings and professional development training sessions as required.

The duties and responsibilities may vary from time to time without changing the general purpose of the role. The candidate is therefore requested to maintain a flexible and helpful approach and undertake other duties as requested to assist the Senior Learning Facilitator.

Person specification

Essential

- At least 3 years' experience working with children including autistic children and young people.
- Experience working with demand avoidant children including those with PDA
- Calm, friendly and approachable. Able to build positive and supportive relationships with learners
- Ability to support learner engagement, confidence, and personal development.
- Strong organizational & administration skills.
- Strong ability to respond flexibly, responsively 'in the moment' and work proactively to identify emerging needs, prioritise and adjust plans accordingly.
- Able to use your own initiative to meet children/young people's varying, including occasional



(non-physical) challenging behaviour.

- Understanding of & deep commitment to neuro-affirming, consent-based practice.

Desirable

- Have experience in a similar role
- Have experience working with children and young people who are disengaged from or struggling to attend mainstream education.

Benefits

- Pension & occupational sick pay scheme
- Term time working only, but with 52-week contract & pay.
- Free parking
- 1 hour lunch break with no learners on site. 9.00am start but not learner facing until 9.30am. Start and finish times can be flexible for the right candidate.
- Genuine focus on staff wellbeing & staff neuro-inclusion policy. Confidential access to an Employee Assistance Programme.
- Comprehensive induction including extensive, high-quality training.
- As a small and growing provision, a role with us offers great opportunities for learning and professional development.
- Working with an incredible, highly qualified, experienced and committed team of educators
- A wonderful opportunity to help shape a provision that actually works for neurodivergent pupils, that delivers a quality education and nurtures the talents of our amazing young people.

Safeguarding

Oaks Rise is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Before appointment to any role, checks, including an Enhanced DBS Check, identification checks, workplace references and a fitness to work check plus others will be undertaken, in accordance with current statutory guidance. Evidence of eligibility to work in the UK is required. A probationary period will also apply during which suitability to work with children will be monitored and assessed.