

JOB DESCRIPTION AND SPECIFICATION

Job title:	Learning Support Assistant (Full-time)
Main purpose:	To support the learning needs and/or physical needs of identified pupils across all key stages
Hours of work:	We require the post holder to be able to work Monday to Friday, term time only, between the hours of 8.30am and 5.00pm
Reporting line:	SENCO

DUTIES AND RESPONSIBILITIES

- Establish effective working relationships with pupils, acting as a role model and setting high expectations
- Promote positive values, attitudes and good pupil behaviour and encourage pupils to take responsibility for their own behaviour in line with whole school policies
- Provide consistent support to all pupils, responding appropriately to individual pupil needs
- Promote inclusion and acceptance of all pupils and encourage pupils to interact with one another
- Promote self-esteem and independence, employing strategies to recognise and reward achievement within established College procedures
- Establish and maintain an appropriate learning environment under the supervision of the teacher and encourage pupils to engage in activities led by the teacher
- Monitor and evaluate pupils' responses to learning activities through observation
- Provide objective and accurate feedback and reports, as required, to the teachers on pupil achievement, progress and other matters, ensuring the availability of appropriate evidence
- Administer and assess routine tests and accurately record achievement/progress
- Be responsible for keeping and updating records and contributing to reviews of systems/records, as requested
- Work with individual pupils or groups of pupils using prepared resources, including the use of software packages designed to support pupils' learning
- Provide clerical/administration support (e.g. SEND administration)
- Read and scribe for pupils with SEND as directed by the SENCO

- Determine the need for, prepare and maintain general and specialist equipment and resources

SUPPORT FOR THE CURRICULUM

- Support the delivery of agreed learning activities/learning programmes, adjusting activities according to pupil learning styles and individual needs
- Support the delivery of literacy/numeracy programmes, effectively utilising all alternative learning opportunities to support extended development
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use
- Assist pupils to access learning activities through specialist support, e.g. curriculum/SEND specialism
- Support teaching staff in preparing internal examinations

SUPPORT FOR THE COLLEGE

- Uphold the College's policies relating to safeguarding and child protection, behaviour, health and safety and all other relevant policies
- Promote and safeguard the welfare of all pupils at the College
- Contribute to the College's ethos, aims and development/improvement plans
- Ensure full compliance with all statutory regulation, in particular Keeping Children Safe in Education
- Attend and participate in regular meetings, as appropriate
- Participate in INSET training and other learning activities, as required
- Accompany teaching staff and pupils on visits, trips and out of school activities, as required
- Assist with break time duties and supported prep, as required
- Establish your own best practice and use this to support others

This is a job description only. The post holder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

ESSENTIAL REQUIREMENTS

Education/experience

- Educated to at least GCSE level (or equivalent) in maths, science, English
- Level 3 learning support or teaching assistant qualification (desirable but not required)

- Experience of working with children and young people in a voluntary or work capacity
- Experience supporting pupils in English up to GCSE level (desirable but not required)
- Experience of/or an interest in supporting students in maths or science (desirable but not required)

Knowledge, skills and abilities

- Ability to work in collaboration with others, as a member of a team both within the classroom and as part of the whole school team
- Ability to supervise and support pupils of all ages with a wide range of physical/learning needs
- To communicate effectively both verbally and in writing, with colleagues, parents/carers and other agencies in order to carry out the tasks as directed by the teacher
- To be numerate and literate in order to carry out the written and numeric aspects of the posts, both with regards to the curriculum and other tasks as directed by the teacher
- To be aware of the need for confidentiality concerning issues linked to home/pupil/teacher and school and to keep confidences appropriately
- Ability, with training, to develop skills to meet the needs of pupils with a wide range of behaviour in various settings
- Ability to make assessments by observing children and feed this back to the teacher
- Ability to work without close supervision

Personal qualities

- Ability to demonstrate an excellent record of punctuality and attendance
- Have an enthusiastic and positive attitude towards learning and a belief that all children can succeed
- A willingness to learn about a range of disabilities and ways of supporting such pupils