



## **JOB DESCRIPTION AND SPECIFICATION**

<b>Job title:</b>	Learning Support Assistant (Part-time)
<b>Main purpose:</b>	To support the learning needs of identified pupils across all key stages
<b>Hours of work:</b>	Monday, Thursday and Friday – 08:30 - 17:00 Tuesday and Wednesday - 09:00 - 13:00 Although the position is part time, full time work may be considered
<b>Reporting line:</b>	Head of Inclusion

## **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 prep/interventions, 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 pupils in maths and 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**

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