



JOB SPECIFICATION

Learning Support Assistant

Line Manager: Strategic Leader for Learning Support

Responsible to: Vice Principal, Inclusion

Salary: Range according to contracted hours
(FTE: £19,479.67 per annum)

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is also expected that the role will develop, working to specific strengths of the successful candidate.

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Role and Responsibilities:

To work as part of the Learning Support team in the inclusion and supporting of those students with Special Educational Needs (SEND) in mainstream classes.

Major Aspects of the Role: Supporting student learning in class

- To develop an understanding of SEND students individual needs
- To establish a supportive relationship with the students concerned.
- Enabling the student to use the equipment and materials provided
- Motivating the student
- Assisting in weak areas e.g. reading, spelling, organisation, language
- Helping students to concentrate on and record work appropriately
- Assist students with their physical needs and personal care where necessary
- Working co-operatively with members of teaching staff
- Monitoring the progress of those with Special Educational Needs
- Aid students to develop organisational skills and increasing independent life skills
- To model good practice

Team working

- Attending scheduled meetings as required
- To be involved in keeping records and evaluating interventions and provide regular feedback about students' progress
- To liaise with teachers and other Learning Support Assistants supporting the students
- To liaise regularly with parents of supported students at SEND/Annual Review meetings
- To provide support to other students as directed by class teachers

Supervision arrangements

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- Regular meetings for Learning Support (weekly morning briefings, full team meeting fortnightly)
- Opportunity to take part in whole school and Dept. professional development as appropriate
- Attending to own professional development needs and actively seeking opportunities to develop professionally.
- Yearly performance management reviews
- Regular meetings with named mentor

This job description will be reviewed annually as part of the performance management process and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning across the Academy and the pastoral care of the students in their charge.

Elements of this job description and changes to it may be negotiated at the request of either the Principal or the incumbent of the post.



PERSON SPECIFICATION

Learning Support Assistant

Specification	Essential	Desirable
Qualifications and training	<ul style="list-style-type: none"> ✓ Good general education, preferably to 'A' level standard (or equivalent) 	<ul style="list-style-type: none"> ✓ Education to degree level (or equivalent) ✓ ICT experience
Experience	<ul style="list-style-type: none"> ✓ Evidence of having worked with young people in some capacity, this could be as a parent/carer/family support 	<ul style="list-style-type: none"> ✓ Relevant work experience in a similar environment and experience of working with young people with SEND, preferably at secondary age.
Qualities, skills, knowledge and abilities	<ul style="list-style-type: none"> ✓ Enthusiasm for supporting in the classroom ✓ Integrity and honesty ✓ Ability to relate well to young people ✓ Warmth and a sense of humour ✓ Adaptability and flexibility ✓ Ability to work independently and also as part of a team ✓ Ability to build good working relationships with a range of colleagues ✓ A clear communicator ✓ Able to work calmly and with patience ✓ An excellent attendance record ✓ Evidence of the stamina required to cope with the demands of the post. 	<ul style="list-style-type: none"> ✓ Experience of working with/caring for children with disabilities ✓ A general knowledge of working with children with SEND