



Learning Support Assistant

Job Description

Job Details:

Title:	Learning Support Assistant
Reporting to:	Curriculum Leader of Learning Support (SENCo)
Responsible to:	Headteacher
Hours:	32.5
Grade:	Points 3 - 4

Job Purpose:

To work with the Headteacher in achieving the School's mission, vision and modelling and supporting the School's values.

To work under the instruction of teaching staff and SENCO to undertake support and intervention programmes, to enable access to learning. Work may be carried out in the classroom or outside the main teaching area.

Support for Students:

- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of individual education plans and ensuring good progress is made.
- Delivering 1:1 and small group withdrawal sessions.
- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.



- Provide feedback to students in relation to progress and achievement under guidance of the teacher.

Support for Teachers:

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work.
- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Assist with the planning of learning activities.
- Monitor students' responses to learning activities and actively record achievement/ progress as directed.
- Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Establish constructive relationships with parents/ carers.
- Administer routine tests and invigilate exams and undertake routine marking of students' work.
- Provide administrative support eg photocopying, typing, filing, money, administer coursework etc.

Support for the Curriculum:

- Undertake structured and agreed learning activities, adjusting activities according to student responses.
- Support the use of ICT in learning activities and develop students' competence and independence in its use.
- Prepare, maintain and use resources required to meet the lesson plans relevant learning activity and assist students in their use.

Support for the School:

- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/ work/ aims of the school.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as required.

Audenshaw School Safeguarding Statement: This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.



- Assist with the supervision of students out of lesson times, including before and after school and at lunchtime.
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- The post holder will be expected to work flexibly and carry out all duties with regard to the School's policies and in compliance with the School's Equal Opportunities, Health and Safety and Code of Conduct procedures.
- To participate in a programme of professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Date: 07/06/2019

Name of post holder:

Signature of post holder: _____

Signature of Headteacher: _____

Date:

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Learning Support Assistant

Person Specification

In support of the School's vision and values		Essential	Desirable
1.	Ability to demonstrate consistent behaviours that reflect the School values, and be committed to supporting the School's vision.	✓	
Qualifications			
2.	5 A* - C GCSEs or equivalent including English and maths.	✓	
3.	Evidence of further or higher qualifications in numeracy / maths, literacy / English and/or science.	✓	
4.	TA Level 1 qualification or equivalent.		✓
5.	Specialist training – disability and/or learning difficulties.		✓
Experience			
6.	Experience of working with learners in the 11-16 age range.		✓
7.	Awareness of the Code of Practice.		✓
8.	Experience of working in a learning environment such as a school/college.	✓	
9.	Experience of working with students with learning difficulties or disabilities.		✓
10.	Experience or willingness to train, in order to offer personal care support to students with a physical disability.	✓	
11.	Experience of ICT packages such as SIMS, powerpoint, word, excel.		✓
Qualities & Skills			
12.	Ability to prioritise and organise own workload.	✓	
13.	Ability to work effectively within a team.	✓	
14.	Ability to deal with challenging behaviour.	✓	
15.	Flexibility to occasionally work outside of school hours.	✓	

Qualities & Skills (continued)			
16.	Ability to observe and monitor progress and maintain records.	✓	
17.	Ability to motivate and encourage students.	✓	
18.	Displays commitment to the protection and safeguarding of children and young people.	✓	

STAGE TWO Will only be used in the event of a large number of applicants meeting the minimum essential requirements.

<i>ADDITIONAL REQUIREMENTS</i>		METHOD OF ASSESSMENT
Experience		
1.	Experience of working in a similar role in a school.	Application form/Interview