

Learning Support Assistant - Literacy

Job Description

Job Details:

Title:	Learning Support Assistant - Literacy
Reporting to:	Assistant Principal: Access and Inclusion
Responsible to:	Principal
Hours:	36.25
Grade:	Points 3 - 4

Job Purpose:

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

To work under the instruction of the Assistant Principal 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:

- Provide personalised educational and pastoral support for disadvantaged and/ or vulnerable students, including those with special needs, by ensuring that students access and engage with a range of impactful learning activities and resources.
- Deliver 1:1 and small group withdrawal sessions under the guidance of the classroom teacher/ Curriculum Leader and Assistant Principal.
- Assist classroom teachers with the development and implementation of individual education programmes to ensure that gaps in students' knowledge and understanding have been identified and narrowed before reintegration into mainstream lessons.
- Establish constructive and supportive relationships with students and interact with them according to their identified individual needs.
- Promote the inclusion and acceptance of all groups of students.
- Promote and model high expectations of students' engagement in their learning through encouraging students to demonstrate resilience and independence.

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.

Support for Teachers:

- After collaboration with the classroom teacher, implement effective learning strategies to support students to achieve their identified learning goals.
- Assist with the planning of learning activities, including the setting of homework tasks to support and encourage independent learning.
- Monitor students' responses to learning activities and actively record achievement/ progress as directed.
- Undertake routine marking of students' work, under the guidance of the teacher and in accordance with the School's Marking and Feedback Policy.
- Provide detailed and regular feedback to teachers on students' achievement and progress through conducting formative and summative assessments.
- Provide teachers/ Curriculum Leaders and the Assistant Principal with any identified barriers to learning, alongside potential strategies to address them.
- Establish constructive relationships with parents/ carers by advising them on how to best support their children from home.
- Administer routine tests and invigilate exams if required.
- 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 students' individual needs.
- Support the use of ICT in learning activities and develop students' competence and independence in its 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.
- Participate in relevant meetings as required.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtime.

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- 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.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants, or continued employment for any employees, in accordance with our responsibilities under the Equality Act 2010.

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: 02/06/2020

Name of post holder:

Signature of post holder: _____

Signature of Principal: _____

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.	Experience of delivering literacy support to a range of learners		✓
8.	Awareness of the Code of Practice.		✓
9.	Experience of working in a learning environment such as a school/college.	✓	
10.	Experience of working with students with learning difficulties or disabilities.		✓
11.	Experience or willingness to train, in order to offer personal care support to students with a physical disability.	✓	
12.	Experience of ICT packages such as SIMS, powerpoint, word, excel.		✓
Qualities & Skills			
13.	Ability to prioritise and organise own workload.	✓	
14.	Ability to work effectively within a team.	✓	
15.	Ability to deal with challenging behaviour.	✓	
16.	Flexibility to occasionally work outside of school hours.	✓	

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