



## Job description

<b>TITLE:</b>	Sixth Form Learning Assistant
<b>RESPONSIBLE TO:</b>	Assistant Head: Head of Sixth Form
<b>RESPONSIBLE FOR:</b>	Provision of support for Sixth Form high needs students Participate in staff review/development
<b>LIAISES WITH:</b>	Staff, students, parents, visitors and external agencies
<b>HOURS OF WORK:</b>	30 hours 25 minutes per week, term-time only (8.30am – 3.15pm with a 40 minute lunch break)
<b>SALARY GRADE:</b>	G5

**PURPOSE** To assist with the planning and delivery of lesson support, placement support and personal tuition for high need Sixth Form students, in line with the legal requirements governed by the SEN Code of Practice. To develop student self-esteem, and promote the highest possible levels of achievement for high needs Sixth Form students. Work with the Sixth Form team in ensuring successful transition into the Sixth Form for high needs students.

### SUPPORT FOR STUDENTS

- Use specialist (curricular/learning) skills/training/experience to organise and deliver a programme of support for students.
- Assist students in organisational strategies and setting short term and long term goals within their subject areas.
- To offer learning support to sixth form students within the classroom and work placement where applicable.
- To lead the planning and delivery of support plans to small groups of targeted students.
- To direct support towards students who have English as an additional language.
- To use specific literacy and numeracy interventions to support students working towards GCSE Maths and English post-16.
- To establish professional and productive working relationships with students and staff, acting as a role model and setting high expectations.
- Promote the inclusion and acceptance of all students within the classroom.
- Support students consistently whilst recognising and responding to their individual needs.
- Encourage students to interact and work co-operatively with others and engage all students in activities, including involvement in wider aspect of college life.
- Promote independence and employ strategies to recognise and reward achievement and self-reliance by assisting with routine responsibilities, e.g. checking of e-mails, effective use of study periods.
- Provide feedback to students in relation to progress and achievement.
- Implement agreed learning objectives/teaching programmes, adjusting activities according to student responses/needs.

### SUPPORT FOR THE TEACHER

- Organise and manage an appropriate learning environment and resources.
- Work alongside teaching staff to plan, evaluate and adjust lesson/work plans as appropriate.

- Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives and subject targets.
- Provide objective and accurate feedback and reports as required, on student achievement, progress and other matters, ensuring the availability of appropriate evidence.
- Be responsible for keeping and updating records, annual review documents and IEPs as agreed with the teacher, contributing to reviews of systems/records as requested.
- Work within the school's/college discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.
- Supporting the role of parents in students' learning and contribute to meetings with parents to provide constructive feedback on student progress/achievements etc.
- Manage records, information and data, monitoring its use and producing half termly student statistics.
- Contribute to the monitoring, development and evaluation of the sixth form with the Sixth Form staff.
- To attend annual reviews as required.

#### **SUPPORT FOR THE CURRICULUM**

- Promote positive values and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Implement local and national learning strategies, e.g. literacy, numeracy, and make effective use of opportunities provided by other learning activities to support the development of relevant skills.
- Use ICT skills to supervise and support students.
- To assist with the transition of high needs students into and out of the sixth form by forming strong links with KS4 pupils, parents, relevant staff in school and outside agencies.

#### **SUPPORT FOR THE SCHOOL**

- Be aware of and comply with the policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to overall ethos/work/aims of the school.
- Attend relevant meetings as may be reasonably directed.
- Participate in training, other learning activities and performance development as may be reasonably directed.
- Assist with the supervision of students out of lesson times, including break and lunchtimes, as may be reasonably directed.
- Accompany teaching staff and students on visits, trips and out of school activities as may be reasonably directed.