

JOB DESCRIPTION

Post Title	Learning Support Assistant
Salary Scale / Grade	Scale 2
Hours / Weeks Per Year	31 hours per week - term time plus 2 days only
Primary Workbase (If specified)	Medina College
Responsible to	SENCo

Purpose

To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for student(s) and provide general support to the teacher in the management of students and the classroom.

Key Accountabilities

Support for student(s)

- Attend to the student's personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters.
- Supervise and support the students ensuring their safety and access to learning.
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage students to interact with other and engage in activities led by the teacher.
- Encourage students to act independently as appropriate.

Support for teachers

- Help in the preparation of the students work area as directed for lessons and clear away afterwards and assist with the display of students work.
- Be aware of student problems/progress/achievements and report to the teacher as agreed.
- Undertake student record keeping as requested.
- Support the teacher in managing student behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers as directed.
- Provide clerical/admin support, e.g. photocopying, typing, filing.

Support for the curriculum

- Support students to understand instructions.
- Support students in respect of local and national learning strategies, e.g. literacy, numeracy, as directed by the teacher.
- Support students in using ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist students in their use.

Support for the college

- Be aware of and comply with 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 the overall ethos/work/aims of the college.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required.
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes.
- Accompany teaching staff and students on visits, trips and out of school activities as required.

Other responsibilities:

- To follow and support college policies reflecting the college's commitment to high achievement and effective teaching and learning.
- To contribute to the maintenance of the college's ethos by expecting high standards from all of the students in both lessons and social times, and modelling these high standards personally.
- To ensure all duties and responsibilities are discharged in accordance with the college's health and safety at work policy.
- To promote and safeguard the welfare of children and young people you are responsible for or come into contact with.
- To undertake any other reasonable tasks as directed by the Headteacher.

Review:

This job description is subject to annual review and / or change at other times in response to identified needs. It is expected that the post holder will undertake additional duties, as required, and in agreement with their line manager, to operate in a flexible environment.

PERSON SPECIFICATION

QUALIFICATIONS AND TRAINING	Essential	Desirable	How Tested A – Application I – Interview T - Test
Literacy and numeracy level 2	✓		A, I
Completion of or participating in role related study		✓	A, I
First aid certificate		✓	A
EXPERIENCE			
Basic experience of working with or caring for children in group setting of relevant school age	✓		A, I
Experience of working with students with additional needs	✓		A, I
Day to day working experience and skill with Microsoft Word, Outlook and Excel and database systems	✓		A, I
Record keeping and administrative experience		✓	A, I
Experience of working in an educational setting		✓	A, I
KNOWLEDGE AND UNDERSTANDING			
Understanding of child development		✓	A, I
Understanding and experience of the main safeguarding principles		✓	A, I
SKILLS AND ABILITIES			
Good interpersonal, verbal and written communication skills with adults and children alike in a variety of settings	✓		A, I
Good level of competence in ICT, particularly Microsoft Office and school learning packages	✓		I
Ability to work flexibly and under own initiative to achieve objectives	✓		A
Ability to prioritise, coordinate and organise work under pressure	✓		A, I
Conscientious and positive disposition	✓		A, I
Ability to work on own initiative and self-manage	✓		A, I
Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these		✓	A, I
Ability to use SIMs		✓	I
PERSONAL QUALITIES AND ATTITUDES			
Ability to maintain high quality professional relationships with all, acting as role model to students	✓		I
Ability to be discreet and professional at all times, ensuring confidentiality is upheld	✓		I
Calm, approachable, resolution-focussed disposition.	✓		I
Willingness to participate in further training and developmental opportunities to further knowledge	✓		I