

JOB DESCRIPTION



TITLE : Learning Support Assistant
GRADE : Scale 3
RESPONSIBLE TO : Learning Support Staff Manager
RESPONSIBLE FOR : Designated students

Job Purpose

To provide practical assistance to the line manager in the College, in catering for the personal welfare and education needs of students. As far as possible to ensure a safe working environment for staff and students. To contribute to facilitating student access to the education system, promoting inclusion, assessing and supporting achievement and monitoring progress towards service objectives. This may, at times, mean that the Learning Support Assistant has responsibility for managing different initiatives, e.g. Early Literacy Strategy and other projects. Supporting students on the special educational needs register as required.

- 1 Assisting the Teacher to prepare the classroom and to prepare learning materials. To prepare the classroom equipment and computers for use by students ensuring that equipment or materials are suitable for the learning activities and prepare, design and adapt other materials where necessary.
- 2 Assisting the Teacher in the planning and delivery of class activities, at prescribed Key Stage levels.
- 3 Assisting the Teacher to supervise and support children's Individual Education Plans (IEP), both indoors and outdoors. To contribute to observations and records on individual's progress producing written reports where necessary.
- 4 To support the teaching of the National Literacy and National Numeracy strategies by delivering literacy and numeracy activities and to work with individuals and small groups on specific activities which may be under the guidance of the Teacher or other lead person.
- 5 To contribute to the management of student behaviour.
- 6 To pass on information about students personal and educational needs to parents, the Class Teacher and other staff as appropriate. To contribute to team meetings and review meetings. To assist in the assessment recording and reporting of student

progress. Reporting to the teacher and giving feedback to students on their progress.

- 7 To act as mentor to other Learning Support Assistants.
- 8 To administer tasks and tests and to contribute to the assessment and reporting of the National Curriculum levels.
- 9 To organise and take part in college activities and events as required and to accompany and support students on outings from college as necessary.
- 10 To support the students in physical activities (PE, Drama etc) as required.
- 11 To ensure the physical welfare of students and to assist students with their physical needs as appropriate and agreed. This may include administering medication, assisting with oral and personal hygiene including changing nappies/pads and facilitating incontinence programmes, feeding or assisting with feeding and supporting the student during break and lunch times as appropriate.
- 12 To undertake training and attend INSET days in accordance to contractual requirements. To contribute to whole college policies.
- 13 Attending to minor accidents at college, where appropriate training has been given, and supervising unwell students at the direction of the Head Teacher.
- 14 To maintain the health and safety of students and colleagues in the college by assisting in maintaining a clean and tidy environment and reporting any hazards that cannot be dealt with to your line manager.
- 15 To support the College's Equal Opportunities policies.
- 16 Assisting with any other duties of a similar level of responsibility as required by the Head Teacher.

At this level

The employee will work under the supervision of the college be an experienced Learning Support Assistant. They will have experience and competence across a varied range of duties and a relevant qualification. They may be required to mentor or supervise other Learning Support Assistants.

At this level the employee will be expected to:

- Contribute to the management of student behaviour
- Establish and maintain relationships with individual students and groups
- Support students during learning activities
- Take part in some sort of continuous development to review and develop their professional practice.

This will involve (some not all):

- Assist in preparing and maintaining the learning environment
- Contribute to maintaining student records
- Observe and report on student performance
- Contribute to the planning and evaluation of learning activities
- Promote student's social and emotional development
- Support the maintenance of student safety and security
- Contribute to the health and well-being of students
- Support the use of information and communication technology in the classroom
- Help students to develop their literacy skills
- Help students to develop their numeracy skills
- Help students to access the curriculum
- Support the development and effectiveness of work teams
- Develop and maintain working relationships with other professionals
- Liaise effectively with parents

In addition, they may also

- Provide support for bilingual/multilingual students
- Support students with communication and interaction difficulties
- Support students with cognition and learning difficulties
- Support students with behavioural, emotional and social development needs
- Provide support for students with sensory and/or physical impairment
- Providing personal care for students, where needed and after training has been provided.

Educational requirements

- English language reading and comprehension up to GCSE standard
- Numeracy skills up to GCSE standard
- Training or a qualification in communication techniques, eg braille or a specified signing language
- Training in the relevant National Curriculum requirements.
- A relevant City and Guilds, NVQ or BTEC or NNEB qualification. Any qualification relevant to a specific area of the curriculum, or LEA approved training.
- Learning Support Assistants with relevant experience (3-5 years) who have attended LEA training courses or equivalent training and whose work can be certified as being of special merit shall be graded at this level.

Additional Information

Working Arrangements

- ◆ Hours of work: 35 hours per week, Term Time Only at 39 weeks. Routine fixed daily start & finish times between 08:00 & 17:00 by agreement.
- ◆ Under exceptional circumstances, e.g. alterations in the college's pattern of working or changes in pattern of demand, the hours of attendance may be varied after consultation with the member of staff concerned.

Safeguarding

Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Check (DBS) and background checks.

Review

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore

expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.

PERSON SPECIFICATION
POST: Learning Support Assistant

Requirement	Essential	Desirable	Selection Method
Qualifications			
Any qualification relevant to supporting students at the College, such as CLANSA, a specified sign language, one of the Vocational course areas at the College or any level 3 qualification.	Yes		AF/I
Skills & Abilities			
Ability to empathise with young people who experience a wide range of special educational needs and place the student at the centre of the learning process.	Yes		AF/I
Strategies for challenging discrimination, promoting racial equality and for helping students learn about minority ethnic and cultural diversity and for promoting positive attitudes to disability.		Yes	AF/I
Ability to support students in their work, learning and conduct in a variety of settings.		Yes	AF/I
Ability to communicate effectively with people and understand the views of others.		Yes	AF/I
Other			
Commitment to the College's Equal Opportunities Policy and acceptance of responsibility for its practical application through the duties of this post.	Yes		AF/I
Adaptability, flexibility and creativity in supporting students with a variety of needs.	Yes		AF/I
Commitment to working as a member of a team	Yes		AF/I
A commitment to developing skills and undertaking training.	Yes		AF/I

AF = Application Form

I = Interview