

## **JOB ACCOUNTABILITIES AND PERSON SPECIFICATION**

Job Title: Learning Support Assistant

Grade: Grade 2 Point 11

Position: Reports to Head of Learning Support Department

### **JOB ACCOUNTABILITIES**

- Under the direction of the teaching staff, provide support to individual/small groups of students in the completion of a wide range of learning activities including reading, writing, mathematics, so that they achieve/complete the task for that session.
- Provide support in such a way as to facilitate the students independent learning, by explanation, encouragement etc.
- Influence the behaviour of students in the group by reinforcing standards set by the teaching staff and within the school's behaviour policy.
- Assist the teaching staff with assessments and monitoring the progress of students to enable the teaching staff to establish student's level of competency and identify individual or group targets.
- Perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are serious report to line manager immediately.

If working with a student with an Education and Health Care Plan:

- In line with the agreed special needs/IEP and other specialist plans provide one to one support to a student in the classroom so that they work productively towards achieving/completing the task for that session. This will involve understanding the learning objectives of the activity. This can include working with small groups which include a student with special needs.
- Contribute to the students personal development/action plan, so that it meets their identified needs, by working with other professionals
- Attend meetings with teachers and other specialist professionals, to provide information on individual cases to enable action plans to be prepared

### **PERSON SPECIFICATION**

- Requires a good general education and good communication skills. Maths and English GCSE are highly desirable.
- Experience is preferable but not essential as full training will be given
- You must be willing to develop an awareness of supporting differences, ensuring that students have equality of access to opportunities to learn and develop
- Applicants should have a positive interest and experience in working with young people, along with the ability to communicate effectively and confidently with students
- You should also be able to build good working relationships; have the ability to communicate effectively and confidently with staff and, on occasions, parents as well as other professionals working with the school
- An ability to work calmly and with patience is required