

LEARNING SUPPORT ASSISTANT

The County High School, Leftwich

Grade 4

SCP 5 – SCP 6

Job Description & Person Specification

Job Description

Reporting to

SENDCo

Main responsibilities

1. To support teaching staff in the development and education of students in accordance with the aims and policies of the school, sourcing work from teachers, ensuring tasks are completed in a measurable, time-specific way, recording outcomes.
2. To assist teaching staff in the delivery of learning activities and work programmes and undertake predetermined activities with students so that their intellectual and social development (including self-reliance and self-esteem) are fostered.
3. Provide input into the planning and delivery of learning activities for individuals and small groups of students to enable the teaching staff and school leaders to make informed decisions when developing their plans.
4. Supervise the activities of individuals or small groups of students both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour for learning policy.
5. Record student information, in line with departmental procedures, to ensure that records are maintained.
6. Liaise with parents and carers in conjunction with teaching staff to ensure effective communication concerning students' well-being.
7. Supervise students whilst they are undertaking their work to ensure a safe and constructive learning environment.

8. Supervise students during unstructured and social times.
9. Attend staff and other meetings and participate in staff development and staff performance management as required.
10. Share appropriate and positive strategies that have been used to enhance student achievement and learning and contribute to the production of student profiles.

Other

1. Putting children and young people at the centre of everything the Foundation does, and to ensure their safety and welfare of children and young people across the Foundation.
2. To identify and implement opportunities for the Foundation to operate in a more effective and efficient manner for the benefit of stakeholders.
3. To continue to build upon the positive reputation of the Sir John Brunner Foundation and its rich history to ensure its long-term success and sustainability, liaising with external stakeholders at national, regional and local levels.
4. Build effective relationships with other MATs to facilitate the sharing of expertise and best practice and working closely with those schools wishing to join The Sir John Brunner Foundation.
5. Adhere to the Foundation's policies on code of conduct, Safeguarding, H&S and Data Privacy.
6. Any other duties not specified but are commensurate with the skills and knowledge of the post holder.

Person Specification

	Desirable	Essential
Qualification		
GCSE English and Maths A*-C or equivalent		✓
A good standard of literacy and numeracy		✓
Experience		
Purposeful experience of working with young people, preferably in the 11-16 age range		✓
Purposeful experience of working with Primary aged children	✓	
Knowledge & Skills		
Understanding safeguarding and child protection legislation		✓
Understanding health and safety requirements		✓
Patience and tolerance		✓
Ability to work cooperatively with colleagues		✓
Clear verbal and written communications		✓
Good organisational skills		✓
Attributes		
Ability to speak fluent English as covered by Part 7 of the Immigration Act (2016)		✓
Ability to communicate clearly and effectively with teachers, other professionals and students		✓
Enthusiasm for encouraging all students to be ready to learn, respectful and safe and embrace all opportunities irrespective of barriers to learning		✓
Maintaining a calm approach when faced with challenging situations		✓
Suitable to work with children		✓
Resilience and flexibility		✓
Awareness of the need for confidentiality and an awareness of the sensitivity necessary for support of students with additional support requirements		✓
Willingness to undertake relevant training		✓
Ability to work in a team and under own initiative		✓
Comfortable working with young people and passionate about supporting their journey		✓
Adaptable to changing situations		✓
Approachable		✓