

JOB FAMILIES ~ Student Welfare team**Job Title: Learning Support Assistant, JG3 - Nailsea Hub**

Role purpose: To support identified pupils with additional educational needs as part of the designated Hub team within the school, and their integration into the main school.	
Typical activities <ul style="list-style-type: none">• To provide classroom support for pupils as planned by teachers, and work with colleagues to assist with resource preparation and displays• To assist in the support of students at recreational times• To communicate with colleagues and other agencies through verbal reports and keeping records of visits and/or activities completed in accordance with procedures and guidelines• To contribute to the good order and running of the school by doing any other task deemed reasonable by the Headteacher and commensurate with the grade.	Knowledge, skills & experience <ul style="list-style-type: none">• NVQ level 2 in literacy and numeracy or GCSE grade A* - C• Experience of working with children and schools• ICT skills at a basic level• Ability to work flexibly within a team• Ability to motivate students by demonstrating a positive attitude• Reliability and resilience under pressure• Excellent and effective communication skills
Performance measures	Competencies
Quantifiable objectives ~ e.g. Feedback from service users, colleagues and partner agencies Key Performance Indicators (where available) Line manager assessment	<u>Team Working</u> ~ cooperation and flexibility, contributes positively by sharing information and supports team consensus <u>Outcome focused</u> ~ works without prompting and progresses tasks using initiative <u>Problem Solving & judgment</u> ~ identifies causes rather than just symptoms to inform solutions <u>Planning & Organising</u> ~ prioritises what is important in line with team & service goals <u>Business Awareness</u> ~ understands the role of others in relation to their impact on own role and recognises how decisions made in other areas can impact on them.