

The Learning Assistant is responsible to the Leadership Team under the direction and line management of relevant staff. The development of this role reflects the School's commitment not only to the learning and teaching aims of the School but also to the professional development of all members of staff. The post-holder will be expected to comply with any reasonable request from the Leadership Team and to undertake work of a similar level that is not specified in the job description.

Core Purpose

- to promote the highest standards in all issues relating to learning and teaching in line with the School ethos and improvement plan;
- to work with colleagues in all aspects of the provision of appropriate learning support;
- to contribute to the broader life of the School.
- to support the aims of the School and of the Whitgift Foundation;
- to promote the highest standards in all aspects of organisational management;
- to share in the creation and management of opportunities for strengthening the community, for promoting the Learning and Teaching of the School and for marketing the School;
- to promote a culture of praise, respect and recognition of achievement;

It is expected that the Learning Assistant will:

- support the ethos of the school by being a visible presence;
- adhere to relevant School and Foundation policies to ensure a safe working environment for staff, students and visitors
- promote equality of opportunity for all students and staff;
- adopt professional standards of communication, behaviour and appearance at all times;
- work as a supportive member of staff;
- consult colleagues for guidance;
- participate in the School's professional review procedures;
- familiarise him/herself with all the relevant documentation and policies, including the School Development Plan;
- take responsibility for the development of his/her professional portfolio.

Responsibilities

It is expected that the post-holder will

1. support the students as appropriate by
 - assisting with the development of individual learning programmes;
 - establishing constructive relationships with the students and interacting with them according to their individual needs;
 - encouraging the students to interact with others and to engage in activities led by the teachers;
 - setting challenging expectations that promote self-esteem and independence;
 - using effective strategies to enable students to achieve learning goals;
 - encouraging the students to take responsibility for their own behaviour;
 - providing feedback to the students in relation to their progress and achievement;
 - assisting in the learning support of any student(s) in any class as required and implementing strategies outlined in ISAP

2. support teachers as appropriate by
 - creating a supportive environment in accordance with the ethos of the School and the particular demands of the lesson;
 - assisting with the display of girls' work when appropriate;
 - assisting with the planning and resourcing of learning activities when appropriate;
 - providing detailed and regular feedback to teachers on students' achievements and progress;
 - helping to administer routine tests;
 - accompanying teachers on visits and trips and taking responsibility for groups of students under the supervision of the teachers.
3. support the curriculum by
 - understanding the agreed learning objectives of activities outlined in each lesson and adjusting them to meet the needs of the individual;
 - contributing ideas for the development of relevant differentiated activities within the scheme of work;
 - supporting the use of ICT in learning activities;
 - gathering equipment and resources required for relevant learning activities.
4. support the School by
 - being aware of and complying with the policies and procedures of the School, and with particular reference to those relating to Health and Safety and Safeguarding;
 - attending and participating in relevant meetings including staff study days at the start of term;
 - participating in training and other learning activities organised in School;
 - undertaking professional development in line with the Professional Review Policy and the needs of the School
 - keeping up-to-date with current learning support / educational developments;
 - working in a support capacity in any learning context when required
 - undertake duties as required

Miscellaneous

It is expected that the post-holder will support the life of the School by attending activities and events and by encouraging participation in them.

June 2014