**Learning Support Assistant**

**Job description**

Job Title: Learning Support Assistant  
Reports to: Vice Principal/SENCo  
Location: Chelsea Independent College

**Job overview**  
  
**Key roles and responsibilities**

The role of the Learning Support Assistant is to undertake work/care/support programmes to enable access to learning for the eligible student. To work under the instruction/guidance of teaching staff/therapists to support the delivery of quality learning and teaching.

**Support for student**

* make sure that the student that you support is able to engage in learning and stay on task during the lesson or activity;
* support the social and emotional development of the student, reporting any issues as necessary;
* clarifying and explaining instructions;
* ensuring the student is able to use equipment and materials provided;
* assisting in weaker areas, e.g. language, behaviour, social skills, reading, spelling, handwriting/presentation;
* helping student to concentrate on and finish work set;
* meeting physical needs as required whilst encouraging independence;
* assisting with the development and implementation of the Individual Education Plan;
* developing appropriate resources to support the student;
* provide support outside of normal classes, such as providing therapies that you will have been trained to provide or going on school trips;
* guide and monitor student’s progress;
* To set challenging and demanding expectations and promote self-esteem and independence;
* Establish constructive relationships with parents/carers

**Support for the college**

* Support the use of ICT in learning activities and develop students’ competence and independence in its use;
* Contribute to the overall ethos/work/aims of the school;
* Be aware of and comply with the procedures relating to student protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
* Attend and participate in relevant meetings as required;
* Where appropriate develop a relationship to foster links between home and school;
* Contribute to reviews of student’s progress as appropriate;
* Set a good example in terms of dress, punctuality and attendance;
* Undertake other duties from time to time as required by the Principal.

**Person Specification**

LEARNING SUPPORT ASSISTANT

The person specification shows the abilities and skills you will need to carry out the duties in the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification. You should mention any experience you have had which shows how you could meet these requirements when you fill in your application form. If you are selected for interview you may be asked also to undertake practical tests to cover the skills and abilities shown below:

**Experience**

1. Experience working with students of a similar age
2. Experience working with students with similar needs

**Qualification/training**

1. Good numeracy/literacy skills
2. Experience in providing basic physical/speech therapy as directed by a professional

**Knowledge/skills**

6. Ability to use ICT effectively to support learning

7. Ability to use other equipment technology, e.g. video, photocopier

8. An understanding of relevant policies/codes of practice and awareness of relevant legislation

9. A general understanding of national curriculum and other relevant learning programmes/strategies

10. A basic understanding of principles of student development and learning processes

11. Ability to self-evaluate learning needs and actively seek learning opportunities

12. Ability to relate well to student and adults

13. Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these

14. Ability to comply with policies and procedures relating to safeguarding, child protection, health, safety and security, confidentiality, data protection and equal opportunities.