



JOB DESCRIPTION & PERSON SPECIFICATION

Title of Post: Learning Support Assistant (Literacy/EAL)

Date: January 2016

JOB DESCRIPTION

Purpose	To meet the needs of designated students who have been identified as having additional literacy needs through the delivery of tailored Provision. This will enable identified students to enjoy and achieve across the curriculum.
Responsible for	There are no line management responsibilities with this post.
Reporting to	HOD – English & Literacy
Liaising with	Teaching and other LSAs and colleagues across the school and parents
Scale/Grade	Scale 4
Terms & Conditions	36 hours x 40 weeks per annum. Colleagues may be required to work out of hours by negotiation.
Main Duties	<ul style="list-style-type: none"> • Work closely with colleagues across the school to promote the inclusion of literacy specific support in all lessons • Implement strategies that address the literacy needs of designated students. This will include providing individual support to students and groups of students both in lessons and in other contexts and also contributing to extracurricular programmes. • Deliver programmes for groups of students, including intensive intervention programmes and one-to-one support • Monitor and record the progress of learners who are placed on intervention programmes • Support teachers in class through developing resources and learning activities that support the literacy needs of learners. This includes the use of ICT. • Liaise with parents/carers of identified students; ensure that there is regular communication with and reporting to parents/carers. • Liaise with class teachers regarding pupil progress and support strategies • Assist with the training and coaching of staff regarding literacy needs and strategies; model good practice to staff . • Ensure that all paperwork regarding designated students is in place. • Assist in the development of EAL/literacy resources and strategies for

	<p>use with students in the classroom and informal settings.</p> <ul style="list-style-type: none"> • Undertake Health & Safety duties as directed by the School Business Leader to ensure that the school meets its duty of care to all students, staff and visitors to. The post holder will be a member of the school's Critical Incident Support Team and will assist the Headteacher and Leadership team in an emergency.
Other Specific Duties	<ul style="list-style-type: none"> • Assist in the supervision of students as required, for example in exams, on trips and at break times. • The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities. • Implement and follow all school and LA policies and procedures, including giving due regard to the schools equal opportunity policy. • Ensure all work is appropriately documented and kept up-to-date. Keep abreast of current legislation and developments in relation to finance and attend training where appropriate. • Participate fully in the School's Self-Review, Performance Management/Staff Review and School Improvement Plan procedures.

Excellence is expected by all in the school's community where a dynamic and challenging learning environment helps to realise the ambitions of all and continues to ensure exam results are above the national average. The school is committed to preparing students to be responsible, articulate and intellectually curious about the world they live in with confidence. Supporting a creative approach to teaching and learning is established and expected by all.

It is expected that the post holder will carry out her/his responsibilities within this philosophy. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

This role is subject to an enhanced DBS check.

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PERSON SPECIFICATION

Skills & Aptitudes	<ul style="list-style-type: none"> • Excellent communication skills (written and oral) • Good skill/aptitude levels in dealing with children/young people • Ability to work with a wide range of individuals • Exceptional interpersonal skills. • Effective use of ICT to support learning • Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
Qualifications & Experience	<ul style="list-style-type: none"> • Degree desirable, Level 3 qualification in role related subject essential. A TEFL related qualification would be preferable. • Understanding of relevant policies/codes of practice and awareness of relevant legislation; • Good understanding of national/foundation stage • Good understanding of child development, behaviour and learning • Minimum Level 2 Grade C or equivalent qualification in English and Maths. • Experience of working with young people • Knowledge and experience of procedures and legal requirements related to Child Protection and Safeguarding. • Outstanding record of attendance and punctuality.
Qualities	<ul style="list-style-type: none"> • High levels of integrity, trust and endeavour. • Self confidence and a calm approach when dealing with challenging and difficult circumstances. • A sense of ambition and empathy for all learners. • A self starter who can set and meet deadlines and prioritise. • A problem solver who always wants to achieve better levels of service. • Approachable, flexible and with sound judgement.
JD and person spec prepared by	
Date	
Signed (SBL)	
Date	
Signed (Employee)	
Date	