

THE BRIT SCHOOL JOB DESCRIPTION

Job Title: Learning Support Assistant, Term Time only 0.5
Reporting to: Head of AEN
Staffing Responsibilities: None
Salary: £8,051pa

Purpose of Job:

- To promote the progress of an AEN student with a substantial hearing impairment by facilitating equal opportunities to learn and develop through learning support.
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Principal Activities of the Department

- To work with a Post 16 student with a substantial hearing impairment in Community Arts Practice on a UAL course, to ensure they understand their activities, tasks or brief.
- In liaison with the subject teacher, to support the student to complete work in the classroom environment using appropriate strategies to keep student on task and engaged in the work set, encouraging their independence.
- To monitor students' work in class and provide feedback to teachers and the SENCO on their achievement and progress. To maintain records, write notes or reports on progress for the SENCO, and to contribute to student reviews under guidance.
- To have some knowledge of the barriers which a hearing impairment student might encounter in the classroom and the wider community.
- To create or differentiate additional support materials, when appropriate to the student's level of need.
- To communicate with staff, parents and carers, providing feedback, under the guidance of the SENCO.
- To be aware of and conform to school policies and procedures, for example safeguarding, welfare, health and safety, data protection or pastoral care, and to inform the appropriate staff of any concerns.
- To use relevant knowledge/skills to support students in a range of Arts Subjects with students aged 14 – 19 in a vocational context.
- To work occasional evenings during open days and whole school events for which time off in lieu will be given.
- To undergo any training required in order to perform duties efficiently.
- To exercise a commitment to the school's mission statement and stated ethos including the equal opportunities policy, health and safety policy and all other current school policies.
- To undertake any other duties or one-off tasks at the reasonable request of the Principal/SLT/Line Manager.

PERSON SPECIFICATION

Learning Support Assistant TTO 0.5

The successful candidate is likely to have the following attributes:

Education & Training

- Proven ability and knowledge of Additional Education Needs

Experience

- Proven ability in a learning support or similar role
- Proven ability or interest in Arts Education
- Good ICT key skills

Knowledge, Skills and Qualities

- An understanding of and empathy with students with additional learning needs particularly hearing impairment.
- Good literacy, numeracy and organisational skills
- Ability to analyse, interpret and collate information about students in order to write effective reports
- Understanding of the importance of discretion and confidentiality within the context of students' safeguarding and welfare
- Willingness and capacity to undertake IT and other training to support the needs of students

Personal Qualities

- Ability to liaise and communicate effectively with students, parents/carers, colleagues
- A commitment to the School's mission, ethos and equal opportunities policy

This job description sets out the duties at the time of drafting. The job description may be amended from time to time without incurring a change in the grading of the post.

October 2017