Job Description

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| **Job Title** | **Learning Facilitator /Learning Support Assistant** |
| **Purpose of Role** | * To support teachers to inspire, motivate and challenge providing a high quality learning experience for all pupils leading to expected progress or better.
* To manage behavior effectively to ensure a safe learning environment and provide High Quality Pastoral Support and guidance that promotes personal development and the welfare of students.
* To be pro active in supporting the Attendance of students in your tutor group.
* Contributing to whole school improvement through supporting policies & initiatives
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| **Responsibilities To:** | Teacher/line manager |
| **Salary Grade** | Bristol Grade 8 |
| **Main Duties** | **TEACHING, LEARNING AND ASSESSMENT:*** To provide learning support to pupils as directed by the classroom teacher.
* To work with Inclusion and RnR team to provide additional support in lessons or on a 1:1 basis to support learning and behavior.
* To support students attending alternative provisions as required.
* To provide feedback to pupils in relation to progress, achievement, behaviour and attendance.
* To support pupils’ access to learning using appropriate strategies and support the teacher to create resources.
* To work with other staff in planning, delivery and differentiation.
* Have knowledge of pupils' levels of attainment and understand how to support students to make progress.
* Set appropriate and demanding expectations for pupils' learning, motivation and presentation of work.
* To work 1:1 or with small groups of students to support student progress and outcome.
* Be familiar with the SEN Code of Practice for identification and assessment of Special Educational Needs (including Gifted and Talented)
* Record accurately using SIMS.

**PASTORAL WORK:*** Undertake the role and responsibilities of a Tutor.
* To work with the Attendance team to track, monitor and follow up on a daily basis student’s attendance.
* To establish positive relationships with parents, carers, exchanging information, reinforcing the importance of their child’s attendance and behaviour in relation to achievement.
* To challenge negative behaviour and promote rewards and reinforce consequences as directed by subject teacher and tutors.
* Support the lead tutor as a contact for parents of pupils in the Tutor Group.
* Attend lessons to manage behavior expectations for students in your tutor group.
* Track and monitor points and support the teacher in guided discussion to allow students to develop strategies to manage their behavior and meet targets set.
* Support the planning and delivery of the weekly PSHE focus and assembly.
* Promote good attendance and monitor in accordance with the School's attendance policy.
* Use Tutor Role to ensure pupils are ready to learn. Be familiar with case management to make referrals for additional support and to share information.

**PROFESSIONAL STANDARDS:*** Support the aims of the School to promote a positive learning environment.
* Treat all pupils fairly, consistently and without prejudice.
* Set a good example to pupils in terms of appropriate dress, standards of punctuality, attendance and conduct.
* Promote the aims of the School by attending and participating in appropriate events, e.g. Open Evenings, Options Evenings etc.
* Support the ethos of the School by upholding the behaviour code, uniform regulations etc.
* Take responsibility for own professional development and participate in staff training when provided.
* Reflect on own practice as well as the practices of the School as part of school self-evaluation.
* Be aware of and adhere to the various policies of the School.
* Participate in the management of school by attending various team and staff meetings.
* Ensure that all deadlines are met as published in the school calendar.
* Be proactive and take responsibility for matters relating to CP, safeguarding and health and safety.

All duties in the job description may be varied to meet the changing demands of the School at the reasonable direction of the line manager and Headteacher and are reviewed annually. This job description indicates the way the post holder is expected and required to perform and complete the duties as set out. |