Park High School
Learning Assistant

The Post

We are looking for someone with ideas, commitment and energy who is keenly interested in how young people learn. We want a colleague who is positive, committed to high standards and who will work well in an enthusiastic and supportive team. Experience of working with young people with special educational needs or who have English as an additional language in a secondary setting is desirable. The successful candidate will have excellent skills in working with young people and an ability to work flexibly.

Duties and responsibilities

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

- Plan and deliver learning activities matched to students' needs under direction and guidance of subject teachers
- Liaise closely with teachers regarding the work set for a class
- Work closely with the subject teacher to contribute to the maintenance of an appropriate working environment
- Establish and promote productive relationships with students, acting as a role model and setting high expectations
- Promote the inclusion of all students within the classroom and school
- Establish constructive relationships and communicate with relevant staff and outside agencies to support students' learning and progress
- Effectively communicate the work set by the class teacher to the students and ensure that students are aware of the teacher's expectations
- Support teachers in the administration of tests and controlled assessments
- Observe and report on student performance and update relevant records at agreed time intervals
- Ensure the health, safety and welfare of students is maintained at all times
- Promote social and emotional development of students
- Identify and help remove barriers to students' progression
- Contribute to the overall ethos, aims and work of the school
- Be aware of, uphold and contribute towards the development of the school's policies and procedures
- Participate in appropriate training activities
- Undertake any administrative duties relevant and appropriate to this post
- Take an active part in appraising own work
- Maintain confidentiality at all times and observe data protection guidelines
- Carry out any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post

Person Specification - Learning Assistant

	Essential	Desirable
Experience Knowledge and Understanding		
Have experience and knowledge of supporting secondary aged students and of working with disaffected students	*	
Have a basic understanding of data and how it can be used to support student learning	*	
Understand the relationship between complementary support and students' self esteem	*	
Have experience of promoting students' spiritual, social, moral and cultural development		*
Literacy and numeracy skills at least GCSE grade C (or equivalent)	*	
Learning		
Understand the importance of planning, implementation, assessment, reporting and recording of progress	*	
Be able to demonstrate strategies for improving behaviour and sustaining high standards of learning and achievement for students	*	
Leadership		
Be able to manage small groups of students in a range of initiatives	*	
Be a role model for students by expecting, setting and delivering high standards and commanding credibility through expertise	*	
Be able to take an independent role in supporting students withdrawn from lessons		*
Be able to transfer good practice across subject areas	*	
Communication Skills		
Have excellent interpersonal skills and an ability to communicate effectively with students, parents and other colleagues orally and in writing	*	
Self Management		
Be able to prioritise and manage own personal time effectively	*	
Will take responsibility for their own professional development		*
Personal Attributes		
Have a personal impact and presence underpinned by high expectations of achievement and behaviour	*	
Have high aspirations and an enthusiastic passion for seeing students achieve	*	
Enjoy being with students and seeing them learn in a positive climate	*	
Be committed, resilient, robust and resourceful	*	
Have an excellent record of attendance, punctuality, reliability and integrity	*	
Have the capacity to work as part of a team	*	
Have the ability to work confidentially and with discretion	*	

September 2017