



Job Description

Senior Learning Support Assistant (HI)

Date:	November 2018
Accountable to:	The Special Educational Needs Co-ordinator
Salary:	Grade D, SCP14 to 17 - £17,681 to £18,672 pro rata (actual salary £14,000 to £14,785)
Contract Type:	Permanent
Hours and Holidays:	38 weeks for 35.5 hours per week (Term time) As the rate of pay given above will be enhanced by payment in lieu of leave entitlement, public holidays and locally scheduled holidays, under normal circumstances you are not entitled to any leave during term time.

Introduction

This Job Description outlines the purpose and key tasks required to indicate the level of responsibility. It is not a comprehensive or exclusive list and duties / specific tasks may be varied from time to time, which do not change the general character of the job or the level of responsibility entailed. This will allow flexibility for the school to respond to changing priorities and also support and enhance individual professional development.

Job Purpose

- ▲ To support the enhancement and operation of the learning environment of the college, with a particular focus on students in the Specialist Provision for Hearing Impaired (HI) Students.
- ▲ To support in the provision of a high quality education for the students of the college.

Specific Responsibilities

- ▲ To support students in the Hearing Support Centre with audiological checks each morning; check hearing aids, cochlear Implants and assistive listening devices for functioning and undertake minor repairs/corrections
- ▲ To support students in class, including the use of assistive communication if required
- ▲ To supervise individual students as required
- ▲ To maintain up-to-date information on individual students
- ▲ To support the work of the teaching staff and SENDCo
- ▲ To take on and be responsible for a case-load of students as directed by our Specialist Teacher of the Deaf
- ▲ To equip students with personalised strategies to become independent in education and life

- ▲ To prepare materials for use in the classroom
- ▲ To assist in college activities, events, outings and functions during the course of the college day
- ▲ To assist in the assessment of the students and liaise with parents/carers as and when required
- ▲ To assist, where necessary, in the supervision of students during break and lunch time
- ▲ To perform a supporting role in reinforcing instructions and assisting in learning
- ▲ To assist in escorting individual students to and from school transport if required
- ▲ To liaise with the SENDCo or other parties associated with the well-being of students
- ▲ To support the behaviour of the students at The Spires College

General Responsibilities

- ▲ To support the audiological needs of HI students
- ▲ To support communication and facilitate understanding
- ▲ To support the enhancement and operation of the learning environment, both departmentally and for the college in its entirety
- ▲ To support teaching staff in the provision of a high quality education for our students
- ▲ To support other support staff by covering their duties if they are absent from work
- ▲ To support the process of college development planning
- ▲ To comply with all college policies
- ▲ To undertake appropriate training as and when required
- ▲ To self-manage time to ensure all tasks are completed as directed by the line manager
- ▲ To act as a role model for students particularly in dress, punctuality, behaviour, language and conduct

Health and Safety Responsibilities

- ▲ To adhere to college health and safety policies, procedures and current statutory health and safety requirements
- ▲ To attend training as and when required for the purposes of safeguarding children and corporate safety
- ▲ To ensure The Spires College is immediately notified of any issues that may affect your right to maintain enhanced clearance to work on the school site (DBS).

This is a description of the job, as it is constituted at the date shown. This is not an exhaustive list and it is the practice of the college to examine job descriptions periodically, update them and ensure that they relate to the job performed, or incorporate any proposed changes. This procedure will be conducted by the Principal/Line Manager in consultation with the post holder.

Person Specification

The following list is indicative of the kind of person we are looking for but **not all of these criteria are essential**. However, please do try to give evidence of how you fulfil the majority of these requirements in your application.

Skill	Essential or Desirable	How assessed
Good standard of literacy and numeracy and English and Mathematics GCSE at Grade C or equivalent	E	Application form
Good ICT skills	E	Application form
Able to meet deadlines	E	Interview and selection process
Able to communicate effectively with students, staff, parents and carers	E	Interview and selection process
Able to negotiate with others	E	Interview and selection process
Able to relate effectively to young people	E	Interview and selection process
Able to work effectively with colleagues and form positive relationships	E	Interview and selection process
Able to use BSL and cued speech to support HI students. L2 BSL essential, L3 desirable. Knowledge of basic cued speech essential, L2 desirable.	D/E	Application form
Personal Qualities		
Professional in manner, actions and appearance	E	Interview and selection process
Approachability	E	Interview and selection process
Empathy	E	Interview and selection process
Flexibility	E	Interview and selection process
Patience	E	Interview and selection process
Ability to keep confidentiality	E	Interview and selection process
Knowledge		
Knowledge and understanding of safeguarding practices within a school context	D	Application form, Interview and selection process
Experience		
Experience of working with young people	E	Application form
Experience of working in a school environment	D	Application form
Experience of collaborative working with external organisations and agencies	D	Application form
Evidence of continued professional and or personal development	D	Application form
Experience of working with HI students and supporting communication and audiological needs	E	Application form