

	Role:	LEARNING SUPPORT ASSISTANT
	Salary Scale:	Scale 3 – Term Time only, 36 hours per week
	Updated:	1st March 2023

Line Manager:	HEAD OF LEARNING SUPPORT
Supervision:	N/A

Main Duties & Responsibilities:

All Learning Support Assistants at Lister Community School are expected to work with students and staff to maximise the learning opportunities for all students, especially those with special educational needs. This will include:

Work with students:

- working with students and staff as directed by the Head of Learning Support, in association with other identified Head(s) of Department/Faculty to undertake whole school duties (such as working as a Co-Tutor with a tutor group, and playground and corridor duties).

Academic support for students:

- understanding students' specific needs and implementing a range of appropriate strategies that will ensure they make at least expected progress.
- enabling students to achieve attainable targets in lessons and in homework
- liaising with subject teachers to assist in preparing work and resources for Schemes of Learning that meet the needs of target students
- working on skills such as literacy, numeracy, study skills, etc. to ensure that they make the best possible progress.

Social support for students:

- developing positive relationships with the students.
- promoting the student's self esteem.
- encouraging students to develop other interests inside and outside of school.
- supporting students during school social times.

Support teachers:

- maintaining appropriate written records of supported lessons.
- developing subject-specific targets for supported lessons
- liaising regularly with the Head of Learning Support and Head(s) of Department/Faculty
- contributing to planning, reviews and department meetings

Support the school:

- monitoring the use and return of any allocated school resources.
- liaising with outside agencies where appropriate under guidance from the Head of Learning Support.
- liaising with other staff.
- attending House Team and/or Department/Faculty meetings.
- being aware of, and complying with, school procedures.

Maintain health, safety & discipline

- promoting the safety and well-being of pupils.
- maintaining good order and discipline among pupils.

Professional development

- participating in arrangements for the appraisal and review of their own performance and, where appropriate, that of other teachers and support staff.
- participating in arrangements for their own further training and professional development and, where appropriate, that of other teachers and support staff including induction.

Other Duties & Responsibilities

In this role, you will be expected to:

- engage with the wider school community, supporting and modelling the values and ethos of Lister Community School at all times.
- share and support the school's responsibility to provide and monitor opportunities for personal and academic growth.
- abide by, and adhere to, all policies applicable to employees of both Lister Community School and the Newham Community Learning Trust.

Equality and Diversity

We are committed to and champion equality and diversity in all aspects of employment within the Newham Community Learning Trust. All employees are expected to understand and promote equality and diversity in the course of their work.

Safeguarding Children

Lister Community School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment. It is the post-holder's responsibility to promote and safeguard the welfare of children and young people with whom they have contact, and to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy at all times.

If, in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children they must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.

PLEASE NOTE: Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Lister Community School reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility. These duties may be varied at the discretion of the Headteacher or Governing Body from time to time, to address the changing needs of the school and the development of the role.