



JOB DESCRIPTION

Designation of Post:	Learning Support Assistant Level 3: Alternative Provision	Pay Scale	Band F
Responsible to:	Assistant Headteacher: Raising Standards		

Main duties	<p>To support students to be fully included in school life, access the curriculum and make progress.</p> <p>To support specific students with SEND across the curriculum and during unstructured time (break/lunchtime) as directed by AHT: Raising Standards.</p>
In-class support	<p>To work closely with the class teacher to establish a safe, positive, inclusive learning environment.</p> <p>To be familiar with the profiles of all students on the SEND register and those students who require additional support.</p> <p>To support students to achieve learning goals and make progress, adjusting activities and strategies according to student learning styles.</p> <p>To help create and prepare relevant resources.</p> <p>To promote independence and employ strategies to recognise and reward achievement and self-reliance.</p> <p>To provide feedback to students in relation to progress and achievement.</p> <p>To establish productive working relationships with students, acting as a role model and setting high expectations.</p> <p>To encourage students to interact and work co-operatively with others.</p> <p>To promote positive values, attitudes and good student behaviour, dealing promptly with incidents in line with established policy.</p> <p>To monitor students' responses to learning activities and provide feedback to teachers.</p> <p>To liaise with teachers before and after lessons to plan and feedback next steps, keeping up to date records of planning and assessment.</p> <p>To set out, prepare, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom.</p>
Intervention	<p>To plan and deliver effective intervention lessons to individuals and/or small groups of students under direction from Assistant Headteacher: Raising Standards.</p> <p>To assess and record students' progress and feedback to Assistant Headteacher:</p>

	<p>Raising Standards and parents.</p> <p>To contribute to the planning, development, implementation and evaluation of intervention programmes and provide guidance/training to other team members as required.</p>
Additional duties	<p>To have regard for the safety and well-being of students at all times.</p> <p>Under direction from AHT: Raising Standards, to support students during unstructured school time and extra-curricular activities.</p> <p>To plan and deliver other intervention programmes to individuals and/or small groups to support the progress of students with SEND and/or of differing abilities, as required under direction from Assistant Headteacher: Raising Standards.</p> <p>To meet with parents alongside the AHT: Raising Standards or the alternative provision teacher to discuss progress and provision, taking minutes and carrying out follow-up action as necessary.</p> <p>To be aware of all students with a Student Medical Plan and be familiar with the daily management and procedures in each plan.</p> <p>To assist with the supervision of students by carrying out duties before school at Breakfast Club, at breaktime, at lunchtime and after school at clubs as required.</p> <p>To assist in the supervision of students on outings and visits as required.</p> <p>To assist with the delivery of Access Arrangements for examinations.</p> <p>To attend appropriate staff meetings/training as required.</p> <p>To regularly access and contribute to whole school staff communication tools including email, IRIS and Blue Sky.</p> <p>To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school.</p> <p>To gather information from and report information to parents/carers as requested.</p> <p>To work alongside other professionals in assessing students' progress/needs.</p> <p>To maintain confidentiality in relation to all work undertaken and departmental information.</p> <p>To adhere to Safeguarding and Child Protection procedures in line with school policy.</p> <p>Ensure your understanding of and compliance with relevant Health & Safety regulations.</p> <p>To carry out other duties commensurate with the grading of the post as may be determined by the Headteacher from time to time.</p>

Person Specification

Post Title	Learning Support Assistant Level 3 – Alternative Provision
Qualifications	<p>At least 5 GCSE grade Cs or above (or equivalent) including English and Maths or a willingness to achieve this within 2 years of appointment.</p> <p>At least NVQ 3 for Teaching Assistants (comparable alternative qualifications will be considered).</p>
Experience	<p>Experience of working with young people with SEND within an education environment.</p> <p>Experience of delivering intervention programmes to students with SEND and/or of differing abilities.</p>
Professional knowledge and understanding	<p>An understanding of the role played by adults in safeguarding young people.</p> <p>An understanding of relevant policies/ codes of practice and awareness of relevant legislation.</p> <p>Knowledge of how to remove barriers to learning for students with a wide range of SEND (Cognitive Learning difficulties, Autistic Spectrum Conditions, Communication and Language needs, Social and Emotional Development needs, Physical and Sensory needs) or of differing abilities.</p> <p>Evidence of specialism in specific curriculum areas or areas of particular learning difficulty.</p>
Skills and attributes	<p>Ability to build relationships with young people.</p> <p>Sensitivity to the varying needs of young people.</p> <p>Excellent oral and written communication skills.</p> <p>Effective use of ICT to support learning.</p> <p>Excellent organisational and administrative skills.</p>
Personal Qualities	<p>Excellent attendance record.</p> <p>Good team member.</p> <p>Able to use initiative.</p> <p>Flexible and adaptable.</p> <p>Ability to set and maintain standards as a role model for students.</p> <p>Willingness to participate in the wider life of the school.</p> <p>A commitment to personal professional development.</p> <p>Strong educational principles, centred on total inclusion and equality.</p> <p>High levels of emotional intelligence, honesty and professional integrity.</p> <p>Demonstrate a willingness and ability to improve own practices and to act on feedback.</p>

- **Health & Safety**

All staff at Prenton High School for Girls are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and the Health & Safety Manager.

- **Equality & Diversity**

Staff at Prenton High School for Girls are expected to promote equality of opportunity for all girls and staff, both current and prospective, and to support an environment that values diversity.

- **Data Protection**

All staff at Prenton High School for Girls have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the GDPR 2018.

- **Safeguarding & Child Protection**

Prenton High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection policy and procedures at all times.