**JOB DESCRIPTION**

# Job title Learning Support Assistant

**Grade &** Grade 5

**Conditions of Service:** 30 hours per week

39 weeks per year (to include all term time and staff training days)

Break and lunchtime supervision may be required.

# Responsible to: SENCo

**Key interface with:** Learning support team

Other academy staff

Parents

Year Heads

Academy Leadership team

## Strategic purpose – what you are trying to achieve

To provide support under the direction of the Assistant Principal

* To contribute to students’ effective learning through the use of individual classroom support
* To prepare learning resources and differentiate work as appropriate Continual improvement of your own teaching through maximising your own professional learning
* To liaise with parents to foster further learning development at home
* To seek to enable students to become more independent learners
* To foster the participation of students in the social and academic processes of the academy
* To act as coach for students across the school

# Key responsibilities – what you are responsible for

1. To support students in learning activities, including supporting additional learning needs, development and inclusion, in groups and on a one-to-one basis
2. To source/create/differentiate suitable learning resources where appropriate
3. To carry out the duties of a coach
4. To foster the further development of language and vocabulary
5. To contribute to the health and well-being of the student
6. To accompany students on educational trips in addition to normal hours
7. To support the academy’s curriculum
8. To provide support for learning activities across the academy
9. To maintain effective working relationships with colleagues and parents
10. To contribute to the maintenance of student safety and security both on and off site
11. To review and develop own professional practice
12. To be aware of confidentiality issues linked to home/student/teacher/school work and to keep confidence as appropriate
13. To participate in appropriate student-based meetings and training activities

# Other requirements of the post

1. To participate in Staff Training Days and other training opportunities in disaggregated time, as required
2. To participate in other continuing professional development opportunities, as required or agreed
3. To participate in the academy programme of Performance Management
4. To participate fully in team self-reviews and other agreed procedures for monitoring the quality of student support
5. To provide invigilation as required
6. To comply with all financial, safety, data protection, IT software licensing, child protection and equal opportunity requirements and any other relevant guidelines
7. To undertake any other reasonable duties as may be agreed from time to time with the Coordinator or the Principal
8. Commitment to Rawlins values which are based on Christian and British values

* To uphold and promote the Rawlins Way
* *We respect and care for each other*
* *We work hard to learn and to achieve*
* *We face challenges positively together*

1. Other reasonable duties that the Principal may ask you to perform.

***The Academy is committed to safeguarding and promoting the welfare of the young people and expects all staff and volunteers to share this commitment. This post is subject to an Enhanced Disclosure and Barring check***