



# ST JAMES

## **JOB DESCRIPTION: Learning Support Assistant**

### **Full Time - Term Time Only**

St James prides itself on providing a caring atmosphere for students of all abilities to thrive. Many of our students go on to attend prestigious Universities. We also strive to keep our class sizes low in a bid to provide the support structure many students require.

The Learning Support Department at St James Senior Boys is looking for a qualified, committed and inspiring Learning Support Assistant who is prepared to play a part in the support of students from Year 7 to A Level. In addition to enthusiasm in supporting our students, the successful candidate will:

- Have the ability to offer imaginative and well-structured support across the age and ability range.
- Attend to the pupils' learning needs, and implement related personal programmes.
- Supervise and support pupils ensuring their safety and access to learning.
- Establish good relationships with pupils, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all pupils.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.
- Be aware of pupil problems/progress/achievements and report to the teacher as agreed.
- Undertake pupil record keeping as requested (pupil information).
- Support the teacher in managing pupil behaviour, reporting difficulties as appropriate.
- Provide clerical/administrative support, i.e. displays of work, photocopying, typing, filing etc, for Learning Support Dept.
- To teach small group specialist clubs, such as spelling, handwriting, study skills or reading, delivering a syllabus designed by HOD(s).
- Be prepared to assist on school trips to enable students to access the extended curriculum.
- Support pupils to understand instructions.
- Supporting pupils in undertaking literacy and numeracy tasks as directed by the teacher.
- Supporting pupils in using basic ICT as directed.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupils in their use.
- Work co-operatively with colleagues.
- Monitor and record students' progress in accordance with departmental and school policies.
- Attend and contribute to the weekly departmental meetings.
- Contribute to the development of departmental resources.
- Be keen to develop themselves through INSET and CPD programmes.
- To get involved in extra-curricular activities.
- You may also be required to undertake such other comparable duties as the Head requires from time to time.

St James Senior Boys' School is committed to safeguarding and promoting the welfare of children and young people. All Teaching roles within the school are regarded as Regulated Activity; Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the DBS.