



# King Edward's

W I T L E Y

---

## Job Description – Learning Support Assistant (part-time)

---

### Overall Purpose

The main role of the successful applicant would be working as part of the Learning Support Team in supporting and including pupils in mainstream classes and some 1:1 support, particularly those who are included on the SEND Register and/or pupils who would benefit from catch-up literacy and numeracy.

The successful applicant will work closely with the Head of Learning Support and the team to support a broad spectrum of subjects to a number of pupils in the Senior School and to ensure that all pupils are supported according to their needs.

Reporting to: Head of Learning Support

Location: King Edward's Witley

Direct reports: Nil

Hours of work: Part-time, 3 days per week (24 hours, exclusive of breaks) and term-time only.

---

### The Department: -

Inclusive Learning is a welcoming space, at the heart of the school. It is fully resourced with an up-to-date range of assistive technology such as touch typing, text to speech, spelling and dictation programmes. The School's wireless network gives pupils access to the internal network and the Internet. The boarding and day Houses are located within the School's extensive campus.

The Department is friendly and committed to providing the very best academic support to all pupils and has strong links with the Houses as well as the library. We also liaise closely with the individual academic departments to ensure we create the optimum learning environment for all.

### Role description

#### Key tasks and responsibilities

#### Knowledge and Understanding

- have a secure command of, expertise, and demonstrably outstanding communicative abilities in the subject/s
- understand the progression of pupils' acquisition of knowledge, skills and understanding.
- understand how the pupils' learning is affected by their intellectual, emotional, physical and social development
- willing to support pupils with medical needs, with relevant training
- a positive and flexible attitude towards pupils and the issues, which affect their learning

### Assessment, planning and teaching

- assist in the planning, preparation and adaptation of teaching materials and equipment to enable pupils' access to the curriculum
- promote and nurture pupils' independence in learning and self-development and physical care as necessary
- build and maintain successful relationships with pupils, treat them consistently, with respect and consideration
- set and mark work regularly for all pupils in accordance with guidelines, and keep accurate records of achievement
- make effective use of academic tracking data to plan lessons and identify needs
- write reports as required, work with Head of Department to establish expected grades for each pupil
- mark a share of assessments within the department
- keep up to date with subject knowledge; embrace new curricular and pedagogical developments
- contribute to the development of curricula, schemes of work, and teaching and learning materials for use by the departmental team
- provide regular feedback in relation to progress and achievement of pupils to the subject teacher & SENCO.
- develop effective, positive and professional relationships that will nurture pupils' self-belief, confidence and powers of expression
- create and maintain a teaching environment that is conducive to learning through classroom management:
  - maintain good order
  - nurture the development of curiosity, confidence, imagination and rigour, using the School's policies and procedures on behaviour and sanctions as appropriate and attractive surroundings which promote a sense of purpose, partly by featuring displays of work, and subject-related materials
- promote ICT use, literacy and numeracy

### Co-curricular

- contribute fully to the wider academic, co-curricular and pastoral life of our busy 7-day-a-week day and boarding School, according to skills and aptitudes
- contribute to the wider academic life of the school via enrichment activities, subject clinics and revision groups.
- although there are no lessons on Saturday mornings, the weekend programme is a busy one and all teaching staff are expected to participate

### General

- take responsibility for safeguarding and promoting the welfare of children
- as a member of one of the Houses, support its activities by attendance at events and by undertaking a regular duty evening
- attend meetings, school and departmental events as required, including chapel services and parent conferences and other important functions
- maintain appropriate confidentiality of information relating to the School and its staff and comply with GDPR
- adhere to the School's Health, Safety and environmental policies at all times
- carry out any other reasonable duties as required

No job description can fully encompass every aspect of a role so duties and responsibilities may vary from time to time.

## Person specification

### Attributes

- personal charisma: warmth, integrity, self-awareness, empathy and kindness
- enthusiasm for, and commitment to, high quality, inspiring teaching and to the subject
- mental agility demonstrated through a sense of initiative, innovation and flexibility with good attention to detail
- stamina and grit
- sound judgement
- good sense of humour and appreciation of others
- willingness to challenge, evaluate, monitor, refine and revise with a view to continuing improvement
- the capacity to inspire loyalty

### Skills and knowledge

- A level educational attainment, with a minimum of Maths, Science and English to a good GCSE standard
- educated to degree level in any subject
- a teaching qualification, such as a PGCE or recognised equivalent
- the ability to teach up to up to GCSE and A-level
- relevant experience of working with young people with special educational needs and disabilities
- ability to listen well and think clearly in difficult situations
- be a fine role model
- foster habits of excellence and a culture of thinking
- strong interpersonal skills, communicative abilities, numeracy, and emotional intelligence
- high levels of personal organisation and professional efficiency
- excellent time management: ability to prioritise yet keep in mind a granular level of detail
- good academic standing and evidence of continuing professional learning
- building strong relationships
- knowledge of the legislation regarding schools related to the role of the post holder

### KPIs

Among others:

- excellent academic outcomes (assessed against relevant benchmarking data)
- pupils leave with a love of learning

**Child Protection:** King Edward's Witley is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child-protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

*The above is not intended to be an exclusive list of tasks and other duties may be expected as reasonably determined. This job description will be reviewed as appropriate in consultation with the post holder.*

Signed by (post holder) ----- Date -----

Signed by (manager) ----- Date -----