



## **Job Description**

**Job Title:** Learning Support Assistant - Farnham Learning Centre (FLC)

**Location:** Farnham

**Reporting to:** FLC Management

### **Job Role:**

The FLC provides respite and alternative provision for students who require support away from a school environment. The role of the LSA is to work as part of a team of staff to provide high quality educational support to students aged 11-16 from the local partnership of secondary schools (term time only).

### **Duties:**

- To work as part of a team to provide personalised support to students, including having responsibility for working with small groups of students and on a one to one basis.
- To work collaboratively to support a safe, purposeful and inclusive environment to enable learning to take place.
- To promote the safeguarding and welfare of students and support their personal and social development.
- To assist in the setting of targets, monitoring and evaluation of students including appropriate administrative requirements, including report writing.
- To promote positive behaviour
- To supervise students during transitions, break and lunchtimes and at the end of the day as required.
- Participate in other activities including training and other learning activities as required, including first aid training.
- To actively support the vision of the FLC and contribute to the overall ethos, work and aims of the centre.
- To comply with policies and procedures in relation to teaching and learning, including safeguarding, confidentiality and data protection.
- To undertake any other reasonable additional responsibilities as directed; this may include offsite activities.
- Demonstrate and promote commitment to equal opportunities and to the elimination of behaviour and practices that could be discriminatory

Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Learning Support Assistant will carry out. The postholder will be expected to undertake any duties which may reasonably fall within the level of responsibility and competence of the post, as directed by the management team.

TFN (Education) is committed to safeguarding and promoting the welfare of children, therefore the successful applicant will be required to undertake a criminal record check via DBS.

## **Person Specification**

### Learning Support Assistant- Farnham Learning Centre

- Qualified to secondary level (as a minimum)
- Previous educational experience working with students, ideally in a school setting, with students aged 11-16
- Ideally familiar with the secondary curriculum and/or have subject specific knowledge
- Experienced or understanding of working with students with SEMH needs and awareness of SEND
- Possess good level of IT skills
- Good administrative skills to ensure accurate record keeping and report writing
- Be a team player
- Flexible and adaptable approach to both work and to the behaviours of students
- Possess good interpersonal, organisational and communication skills
- Awareness of safeguarding policies and practices to ensure student welfare
- Friendly caring, patient, fair and consistent with a positive attitude
- Calm under pressure
- Empathy and commitment to supporting students with educational challenges
- Keen to build on skills and be prepared to learn
- Able to maintain good relationships with colleagues
- Ability to work as a team player and on their own initiative
- Good time keeping