

Job Description

Job Title:	Learning Support Assistant
Work Pattern:	Full Time, term time only +15 extra days (7 training days and 8 further days to be agreed by the Principal)
Grade:	UTC Reading Support Staff Pay Scales (£19,650-£21,269) pro rata (per annum)
Reports To:	Director of SEN (SENCo)
Staff Managed (if any):	None

Main Duties and Responsibilities

- Work with teachers in planning, evaluating and adjusting work programmes/intervention strategies as appropriate
- Monitor and evaluate students' response to these learning activities through observation and recording achievement against pre-determined learning objectives. Provide feedback to teachers and students.
- Be responsible for keeping records and updating systems as required by the SENDco .
- Promote positive values, attitudes to learning and good student behaviour in line with school policy.
- Liaise with parents/guardians, employees and outside agencies where necessary
- Establish positive and productive working relationships with students and actively promote the inclusion of all students.
- Be aware and comply with policies and procedures relating to child protection, Health & Safety, confidentiality and data protection. Report concerns to appropriate person.
- Attend, and participate in meetings and training activities as required.
- Undertake planned supervision of students out of UTC hours, and supervise students on visits, trips and out of UTC activities/catch-up sessions.
- Participate fully in the UTC enrichment programme.
- To undertake other duties and activities within the scope of the post as directed by the line manager.

- Responsibility for a caseload of students; providing support to enhance their learning and social well-being
- Deliver timetabled small group and one to one academic and pastoral support sessions, as directed by the classroom teacher and SENDco
- Provide examination support during exam periods and within lessons in the form of reading, scribing, invigilating and any other needs as required by the line manager, examinations officer or teacher.
- Be responsible for a team of students, following the UTC Reading pastoral tutor programme.
- Provide cover for unplanned absence of teachers as directed by the cover manager

Professional Conduct

All employees are expected to:

- Follow the UTC's Appraisal Policy
- Make the most efficient and effective use of human, financial and material resources
- Be aware of and responsive to the changing nature of the UTC, adopt a flexible and pro-active approach to work and contribute to a range of cross-college initiatives to facilitate the delivery of key business objectives
- Participate in UTC developments; attend internal and external meetings and training programmes relevant to the performance and execution of the duties of their post
- Be conversant with and operate all appropriate information technology resources available and to keep abreast of developments in this area
- Participate in the development of a responsive customer centered approach to service delivery
- Ensure compliance with all UTC policies, procedures and regulations and assist in the implementation of decisions.
- Give good notice of any absence in line with the UTC's Absence Management Policy.
- Adhere to general standards of conduct embodied in UTC policies
- Provide an education service which, actively promotes equality of opportunity and freedom from discrimination, demonstrating the UTC encourages the valuable and enriching contribution, which people from a range of backgrounds and experiences can bring to the life and development of the organisation.

- Work within any legislation to which the UTC is bound by law
- Make the most efficient and effective use of resources being aware of budget implications
- Responsibility to promote and maintain a safe and healthy environment for yourself, all other staff and students
- Responsibility to respect the UTC Community and abide by the Equality policy
- Report any incidence of bullying/harassment as part of the safeguarding statement and procedures

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the UTC and the professional development of the staff.

This job description may be reviewed at the end of the academic year or earlier if necessary. In addition it may be amended at any time after consultation with you.

Qualifications	
Essential	Desirable
A good standard of GCSE qualifications	Excellent numeracy/literacy skills
Experience	
Essential	Desirable
Experience working with children of relevant age in a learning environment	Similar role in other schools
Equality issues	
Essential	Desirable
Demonstrable knowledge and understanding of, and commitment to, equality of opportunity and inclusive education Ability to integrate equality policies into service delivery and employment practices	Knowledge of appropriate national standards Understanding of multicultural issues in the context of a secondary school

Person Specification

Knowledge/skills/abilities	
Essential	Desirable
Can use ICT effectively to support learning Knowledge of Key Stage 4 and Post 16 curriculum Good understanding of child development and learning processes Understanding of statutory frameworks relating to teaching Ability to organise, lead and motivate a team Constantly improve own practice/knowledge through self-evaluation and learning from others Ability to relate well to children and adults Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these	Have a desire to pursue a career in SEND education or a pastoral role
Other requirements	
Essential	Desirable
Ability to work under pressure Good communications and ambassadorial skills to prioritise	Ability to turn hand to anything during early phases