



Bristol Cathedral Choir School

Learning Support Assistant

CST pay spine points 13 -17 £16,605 - £18,093 pro rata
Term Time only (0.8077FTE)

Actual salary £13,411.86 - £14,613.72

Required as soon as possible
 Fixed term until 31/08/2018 in the first instance

Full time or Part time

Post LEARNING SUPPORT ASSISTANT

BRISTOL CATHEDRAL CHOIR SCHOOL

Post:	Learning Support Assistant
Responsible to:	SEND Co-ordinator

Core Purpose:	<ul style="list-style-type: none"> To support students with Special Educational Needs and Disabilities. To contribute to the development of the Learning Support Department
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Specific Responsibilities:

- To develop an understanding of the needs of the students in order to support them effectively
- To provide support for identified students in class. To promote and support the development of SEND student's self-reliance, self-esteem and emotional resilience
- To provide support for students at unstructured times to aid social interaction and the development of social skills
- To promote positive behaviour and relationships, using effective

strategies in a timely manner in accordance with school policy

- To act as a keyworker to ensure a smooth transition and management of the secondary school routine
- To be an initial point of contact for parent/carers.
- To contribute to implementing strategies and recommendations from external agencies
- To work in partnership with subject teachers, and to be committed to understanding and differentiating curriculum content and methods of assessment
- To plan and deliver interventions. An ability to support students with dyslexia would be desirable.
- To provide relevant feedback to subject teachers, tutor or Head of House
- To liaise with the SENDCo on a regular basis
- To attend team meetings
- To fully engage with training opportunities and to apply learning to improving practise
- To devise and distribute information for teachers and parent/carers
- To maintain records as required
- To contribute to termly and annual reviews

General Responsibilities:

- To establish and maintain effective relationships and communication with staff, parents & students
- To uphold the high standards of the Academy in all communications
- To play a full part in the life of the Academy community, supporting its mission & ethos
- To adhere to the Academy's policies
- To engage actively in the staff review and development process
- To undertake professional development

Other such duties as shall be required by The Principal in accordance with responsibility

Notes:

The duties outlined in this job description may be modified by Head of School, with your agreement, to reflect or anticipate changes in the job, commensurate with the salary and job title.

This document does not form part of your contract of employment with the school.

PERSON SPECIFICATION

Short listing will be based on the criteria listed below in the Person Specification. Applicants should therefore show in their application how their skills and experience match those criteria.

Details of Person Specification	
Job Title: Learning Support Assistant	

1. Skills and Abilities

No	Description	Method of Assessment
1.1	Essential An ability to build an effective relationships with students while commanding respect and maintaining the ability to impose effective discipline.	Application form/interview
1.2	A willingness to engage with strategies to support SEND students.	Application form/interview
1.3	Confidence and ability to communicate concerns and guidance on strategies to teaching staff.	Application form/interview
1.4	Initiative and flexibility. Ability to deal with unexpected or unplanned situations or reactions during the school day.	Application form/interview
1.5	Good organisational skills: keeping accurate monitoring records, managing timetable changes, prioritising demands.	Application form/interview
1.6	Comfortable with the use of IT as a means of communicating, extracting and sharing information.	Application form/interview

2. Knowledge/Qualifications

No	Description	Method of Assessment
2.1	Essential Sound literacy and numeracy.	Application form, certificates, interview
2.2	Desirable Knowledge and understanding of conditions experienced by SEND students.	Application form, interview

3. Experience

No	Description	Method of Assessment
	Essential	
3.1	Experience of working with groups of children	Application form/interview
	Desirable	
3.2	Experience of work as a TA/LSA	Application form /interview
3.3	Experience of supporting/teaching young people with dyslexia	Application form /interview
3.4	Experience of EHCP/Statemented students and the EHCP/Statement process	

4. Other Requirements

No	Description	Method of Assessment
	Essential	
4.1	Commitment to achieving the best for the students worked with.	Application form/interview