



Learning Support Assistant

Job Description

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| 1. JOB TITLE | Learning Support Assistant
36 hours pw (39 weeks) |
| 2. GRADE | Scale 4/5 |
| 3. SUPERVISED BY | Lead Learning Support Assistant |
| 4. SUPERVISION EXERCISED | Directly: Nil

Indirectly: Nil |
| 5. CONTACTS | Internal: Staff and students

External: External agencies, students,
parents/carers, schools and colleges. |

The key objectives of this role are to support access to learning for students and provide support to the teacher in all aspects of classroom learning. It is to promote learning in a safe environment where young people are able to positively engage and make progress, enabling them to re-write their reference recognising their full potential through increased confidence and achievements, leading to progression to further studies, employment through engagement and attendance.

6. To contribute fully as required to the development of lesson plans and schemes of work, to source and prepare appropriate teaching resources for self and school use.
7. Develop a holistic approach to meeting Social, Emotional and Mental Health needs, enabling learners to make good progress by working with teachers, other support staff, families and external agencies.
8. Provide feedback to staff and students under the guidance of the teacher.
9. Establish positive compassionate relationships with students, that are non-punitive, acting as a role model and being aware of responding appropriately to individual needs.
10. To develop and enhance expertise in supporting students with complex social, emotional and mental health needs by attending training and working alongside relevant internal and external professionals such as psychologists and therapists.
11. To promote the inclusion and acceptance of all students, encouraging students to engage with each other and learning.
12. To actively promote and participate in the recognition and celebration of student achievements through an array of award programmes.
13. To actively promote the importance of literacy and numeracy providing targeted interventions as directed.
14. To support careers education information and guidance in promoting progression.
15. Assist with the supervision of students out of lessons, including before and after school hours and at lunch and break times as required.
16. Adopt a consistent and compassionate approach in dealing with student discipline in accordance with OHC&AT policies.
17. Liaise with members of the Skills Coach team and, as appropriate, with parents/carers in the support of learners.
18. Cover classes for absent colleagues in accordance with OHC&AT guidelines, which may be reviewed from time to time.
19. Carry out administrative tasks related to courses and attend meetings as required by Senior Leadership Team.
20. Demonstrate a team approach to meeting outcomes amongst colleagues.
21. Maintain a practical understanding of service standards and Quality Improvement initiatives relevant to the curriculum area and work to these standards, engaging in personal and professional development as appropriate.
22. Be alert to any indication or allegation of abuse and take appropriate action under the OHC&AT safeguarding procedures for the protection of children and vulnerable adults.

23. Promote equality of opportunity and diversity in all aspects of the job and challenge inequality and discrimination and/or report concerns as appropriate.
24. Support the Senior Leadership Team in all health and safety matters and take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
25. Undertake any other duties consistent with the objectives and level of responsibility of the post as may be required by the Senior Leadership Team and/or OHC&AT.

Learning Support Assistant

Person Specification

This person specification will be used for recruitment to the Learning Support Assistant role.

It will form the basis of the application form, and candidates will also be assessed against aspects of this person specification at interview.

QUALIFICATIONS (list)	ESSENTIAL	DESIRABLE	TESTING METHOD
Educated to GCSE standard in English and Maths.	✓		Checked certificates
STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL	DESIRABLE	TESTING METHOD
A clear understanding of the features of high-quality teaching and learning at KS3 and 4.	✓		Application/Interview
Commitment to the safeguarding of all learners	✓		Application/Interview
Demonstrable effectiveness in promoting equality and diversity through assisting the management of the learning environment and challenging discriminatory behaviour and attitudes	✓		Application/Interview
EXPERIENCE	ESSENTIAL	DESIRABLE	TESTING METHOD
Working with vulnerable students	✓		Application/Interview
Experience of working with students with challenging behaviour in an urban setting	✓		Application/Interview
Understanding of alternative and therapeutic interventions for student progression.	✓		
Experience of successfully planning and delivery of a range extra-curricular activities e.g., Young Enterprise, Sports Leadership		✓	Application/Interview
Able to establish good collaborative relationships and networks	✓		Application/Interview
KNOWLEDGE & SKILLS	ESSENTIAL	DESIRABLE	TESTING METHOD
Good inter-personal skills to enable you to assist with liaison between student and school or other agencies.	✓		Application/Interview
Demonstrable commitment to achieving the highest possible standards for all learners with a	✓		Application/Interview

proven record of enabling learners to fulfil their potential			
Ability to deal with challenging behaviour firmly but with compassion	✓		Application/Interview
Excellent report writing and analysis skills	✓		
COMPETENCES	ESSENTIAL	DESIRABLE	TESTING METHOD
“Can do” positive attitude Remains motivated, even when under pressure, to ensure that a high standard service to the customer is maintained.	✓		Application/Interview
Takes responsibility and delivers results Maintains focus when dealing with a variety of tasks or priorities, seeking early guidance and support when necessary, and responding to that guidance to ensure that daily tasks are completed.	✓		Application/Interview
Team working Excellent team-working skills with a record of working co-operatively to achieve individual and team goals.	✓		Application/Interview
Communication Able to answer standard queries from the public clearly and accurately, and draft clear and concise letters and or emails.	✓		Application/Interview
Customer Care Identifies customer needs, providing solutions to these needs that take into account the diversity of customers.	✓		Application/Interview
Good administrative and organisational skills Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Internet and email) and in using student record information systems.	✓		Application/Interview
Takes ownership of personal development Committed to reflecting on own performance, seeking and accepting constructive feedback	✓		Application/Interview

and learning from own experiences.			
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As part of Orchard Hill College & Academy Trust's pre appointment checks, current and past employers will be contacted for short listed candidates

Any discrepancies or anomalies, and/or issues from references will be discussed at interview with shortlisted candidates.