



The Charles Kalms-Henry Ronson
Immanuel
College

HMC Independent Jewish Day School for Children aged 4-18

Academic Excellence
Expert Pastoral Care
Inspiring Jewish Education



The Independent Association
of Prep Schools

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JOB DESCRIPTION

Job Description – LEARNING SUPPORT ASSISTANT

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

<p>Summary of the role:</p>	<p>The role is working with a lovely young lady currently in yr7 who has both academic and medical needs. The role includes responsibility for offering academic support in lessons; some assistance with mobility around the site including carrying her bags sometimes; organising her for the day ahead and for her homework; administering her medication; ensuring that her frequent absences don't mean loss of learning and supporting her in the playground, albeit very discreetly, during break and lunchtimes. The successful candidate will be someone to whom the young lady will relate both personally and religiously, and who will be able to manage the correct balance of support and aspiration, and who will instil and build confidence and self-esteem.</p> <p>The primary duty of a Learning Support Assistant is to make education inclusive to students with underlying specific learning needs and duties may vary widely depending on those and departmental needs.</p>
<p>Main duties and responsibilities:</p>	<ul style="list-style-type: none"> • Promoting and safeguarding the welfare of the children and young persons for whom you are responsible and with whom you come into contact. • To offer one to one support and intuitive classroom support in a range of subjects ensuring that the pupil does not feel self-conscious about the support they are receiving, and in study and organisational skills. • To supervise other students at times supporting them in their learning. • To act as a reader or a scribe for students where necessary. • To contribute to the generation of a bank of differentiated resources suitable for use across the College. • To assist with invigilation arrangements for students with SEND. • To invigilate for internal and external examinations as required. • To contribute to Departmental development by supporting the Head of Inclusion as required.

You may also be required to undertake such other comparable duties as the Head requires from time to time.

Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications	<p><i>The professional, technical or academic qualifications that the Applicant must have to undertake the role or the training that they must have received</i></p> <ul style="list-style-type: none"> A good level of education to A level 	<p><i>The professional, technical or academic qualifications that the Applicant would ideally have to undertake the role or the training that they should ideally have received</i></p> <ul style="list-style-type: none"> Educated to degree level 	<p>Production of the applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>
Experience	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to predict success in the role</i></p> <ul style="list-style-type: none"> Experience of working within a school or similar environment supporting students, both in a mainstream classroom and on a one to one basis, at KS3 and KS4. 	<p><i>The categories of work or organisations, types of achievements and activities that would be likely to contribute to success in the role</i></p> <ul style="list-style-type: none"> Working within a Learning Support Team in an educational establishment. Experience of supporting students with a range of needs and learning differences including dyslexia, dyspraxia, ADHD, ADD, ASD and SEMH. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

Skills	<p><i>The skills required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • To be able to empathise with students both academically and pastorally. • To be well organised. • To have effective written and verbal communication skills. • To be able to listen and to observe. • To be able to keep accurate records. • To be able to organise a programme of work. • To be able to teach small groups. • To be able to work as part of a team. • To be able to liaise with other professionals. • To be wholly reliable. • To be flexible and able to balance priorities. • To be resourceful. 	<p><i>The skills that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Proven ability to tutor Maths and Science to GCSE, on a one to one basis. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
Knowledge	<p><i>The knowledge required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Knowledge and understanding of strategies to promote positive behaviour, discipline and social inclusion. • An understanding of children and their cognitive development. • Excellent awareness and understanding on the full range of safeguarding matters. 	<p><i>The knowledge that would enable the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • An understanding of a range of Special Educational Needs, and of the impact of those needs upon students' learning. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>

Personal competencies and qualities	<p><i>The personal qualities that the Applicant requires to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience in working with challenging behaviours. • Positive attitude to use of authority and maintaining discipline. • Excellent inter-personal skills. • Ability to motivate and inspire students. • A high level of commitment to the College, its values and ethos, and its continuing development. 	<p><i>The personal qualities that would assist the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> • Willingness to take on other roles and responsibilities within the department. 	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
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