

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>ASC Learning Support Assistant</b>
<b>LOCATION:</b>	<b>The Ridgeway School &amp; Sixth Form College</b>
<b>GRADE:</b>	<b>RID 2</b>
<b>SALARY:</b>	<b>£17,007 - £17,391 per annum FTE</b>
<b>HOURS:</b>	<b>33</b>
<b>WEEKS PER YEAR:</b>	<b>39</b>
<b>RESPONSIBLE TO:</b>	<b>ASC SRP Manager</b>
<b>DATE:</b>	
<b>Successful applicants signature to confirm they understand the responsibilities of their role:</b>	

### **SAFEGUARDING COMMITMENT**

The White Horse Federation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in being appointed to a post you will be expected to apply for a disclosure from the Disclosure and Barring Service as well as other employment checks before your appointment is confirmed.

#### **Job Purpose:**

Under the direction of the Head, ASC SRP Lead Teacher, SENCo, Learning Support Assistant Supervisor or teacher, work as part of a team to promote the emotional, physical and educational development primarily of our ASC SRP pupils, but also other vulnerable students within the school.

## **Key Accountabilities:**

Under the direction of the classroom teacher or designated supervisor:

### **Supporting the pupil**

1. Participate in activities designed to meet the emotional, physical and learning needs of individual children and groups of children.
2. To support access to the mainstream curriculum where possible.
3. To support the teaching and learning of students during withdrawal time within the specialist environment (SRP).
4. To support the teaching and learning for students during out of school activities.

### **Supporting the teacher**

5. Assist with the organisation of the learning environment.
6. Under direction of the class teacher, maintain accurate records in accordance with school policies and data protection.

### **Supporting the curriculum**

7. Assist in the organisation and delivery of learning activities, including numeracy, literacy or ICT.

### **Supporting the school**

8. Provide consistent and effective support for colleagues in line with the responsibilities of this role.
9. Assist with the implementation of a behaviour management programme.
10. Support the maintenance of pupil safety and security and minimise the risks from health emergencies.

### **Supporting the Learning Support Assistant**

11. Participate in regular performance reviews to ensure that any personal development needs are identified and met. Attend relevant INSET training.

### **Other duties**

12. In accordance with the provisions of the Health & Safety at Work Act 1974, to take reasonable care for the health and safety of yourself, colleagues and pupils who may be affected by your omissions at work, and to co-operate with the school so far as is necessary to enable the school to perform or comply with their duties under statutory health and safety provisions.
13. Undertake any other duties that can be accommodated within the grading level and nature of this post.

### **Other duties**

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

**PERSON SPECIFICATION****JOB TITLE: ASC LEARNING SUPPORT ASSISTANT**

<b>Method of Assessment</b>  The table indicates the method by which the skills/knowledge/level of competence in each area will be assessed.	Essential or Desirable	Application Form	Interview
<b>Qualifications, Education and Training.</b>			
GCSE C+ Maths and English	E	X	
further relevant experience in the absence of formal qualifications	D	X	
Some previous experience working with ASC	D	X	X
<b>Experience &amp; Knowledge.</b>			
Some previous experience within an educational environment but not essential	D	X	X
<b>Skills &amp; Abilities.</b>			
<b>Values and Behaviours.</b>			
<b>Contacts and Relationships.</b>			
<b>Physical, Mental and Emotional Demands.</b>			
<b>Special Requirements.</b>			
