

**XL@aspire**  
**JOB DESCRIPTION**

**Job Title:** XL Learning support assistant

**Grade:** Scale 2

**Reporting to:** Head of XL centre

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**Main Purpose of the Post:**

To assist The Head of centre in ensuring that students make good social and academic progress

**Duties:**

- To support the students in XL11 and XL10 with core lessons – English and Mathematics.
- To welcome students entering the centre.
- To assist in supervision of students at break times.
- To assist in the study support room.
- To support individual students in XL10, 11 and study support
- To be a professional role model to students
- To assess the progress of student in study support.

**Administration:**

1. To develop a good working knowledge of the centre, including the use of student record database.

**Additional Duties:**

- To be fully aware of and understand the duties and responsibilities arising from the Children’s Act and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker’s role within the organisation.
- To be fully aware of the principles of safeguarding as they apply to vulnerable adults in relation to the worker’s role.
- To ensure that the worker’s line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

Any other duties assigned by Principal/Headteacher/Head of XL Centre commensurate with the grade of the post.

Signed:

Postholder ..... Name .....

Line Manager ..... Name .....

Date .....