

### Learning Support Assistant

#### Vacant

**Hours:** 35 hours per week term time only

**Reporting to:** Head of ALS

- A. St Francis Xavier College is a Roman Catholic Foundation. All staff should endeavour to maintain and develop the Catholic character of the College in accordance with the directions given by the Governors and subject to the directions given by the Principal.**
- B. The College has a strong commitment to equal opportunities and respect for all members of our community regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.**
- C. This post is offered subject to the conditions of service as set out in the agreed contract.**
- D. For further information about the duties of all members of staff, terms and conditions, mission and policy framework of the College please see Staff Handbook available on the College intranet.**
- E. This job description is non-contractual. This means that should the needs of the College change in the future, the Principal may require reasonable variations consistent with the job title. Such changes will only be made after consultation with you.**

#### **Purpose of the Job:**

To work as a member of a team providing a learning support service to the ALS Department.

The Learning service to the department is provided in such a way as to support equality of opportunity for students taught and also for staff employed in the department.

**Overview:** SFX support staff will work flexibly in liaison with each other to ensure an outstanding service is provided to the students and teaching staff. As a member of the ALS Department, you work as part of a cohesive team and will be asked (and trained) to assist your fellow team members with their duties particularly at busy times or when the needs of the college calendar or staff absence dictate. The College remains committed to supporting your work in the ALS Department and if you require further training or assistance with prioritisation or time management, you should discuss these issues with your line manager.

#### **Main Activities and Responsibilities:**

- 1. To provide assistance to disabled students / students with a learning difficulty with in-class and individual support during the college day in order to access the curriculum effectively; to provide speech and language therapy programmes / activities for individual students.
- 2. To note-take for / support disabled students / students with a learning difficulty during classes. This will usually take the form of:

## Job Description

- Assisting the student in understanding work given by the subject tutor in class.
  - Keeping students on task.
  - Observing student performance and reporting observations to the subject tutor.
  - Providing feedback on general student progress to the file manager, subject tutor and Head of ALS.
  - Ensuring students have understood homework tasks and have them written in their diary.
  - Spotting early signs of bullying and disruptive behaviour.
  - Liaise with the student's ALS file manager and keep them informed of progress/topics covered in class.
  - Other necessary support within the classroom that may be appropriate according to individual situations.
3. To assist disabled students in the use of specialist equipment including specialist software and to help them access the full curriculum.
  4. To assist the classroom teacher in supporting with SEND / students with a learning difference.
  5. To maintain records of support sessions and provide a link between the classroom teacher, the specialist support teacher (file manager) and outside agencies supporting the student.

### Personal Specification

1. Applicants must be educated up to A level or equivalent. Education up to degree level is desirable.
2. Must have good communication skills to deal with staff, parents and students.
3. Must be computer literate.
4. Must be able to maintain a high degree of confidentiality and discretion.
5. Must be willing to assist students with personal needs where necessary.
6. Applicants must have an awareness of the need for personal development, both as a member of a team and as an individual.
7. Applicants must have an understanding of, and commitment to, the College's Equal Opportunities Statement and the ability to contribute to the implementation of the policy through the duties of the post.
8. The candidate must have a commitment to the Ethos and values appropriate to a Catholic College
9. Applicants must have an understanding of, and a commitment to, the College's Health & Safety Policy and act at all times within the scope of this policy.
10. Applicants must have a commitment to the welfare and safety of students.

Safeguarding training will be provided.

Successful candidates will be subject to an Enhanced Disclosure and Barring Service (DBS) check