**JOB FAMILIES ~ Student Welfare team**

**Job Title: Learning Support Assistant**

**Grade – JG3**

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| **Role purpose:**  Required to carry out a range of activities working within detailed procedures and routines to clearly defined guidelines under the guidance of a qualified teacher. | |
| **Typical activities** | **Knowledge, skills & experience** |
| * To assist in the planning and delivery of a range of activities and support services to students to achieve particular defined outcomes. * Perform activities or services to help and support students in participating in other activities or to provide stimulus and contribute to evaluating or monitoring their impact. * Apply technical knowledge to assist in the development of activities to deliver required outcomes within a learning framework. * Communicate with colleagues and other agencies through verbal reports and keeping records of visits and/or activities completed in accordance with procedures and guidelines * To contribute to the good order and running of the school by doing any other task deemed reasonable by the Headteacher and commensurate with the grade. | * NVQ level 2 in literacy and numeracy * NVQ level 2 units or equivalent practical work experience to achieve the qualification in skills relating to the service area. * Practical work experience to give an understanding of the processes and practices required and support working with service users in a range of independent settings. * Awareness of the service area protocols and regulations * Knowledge and understanding of safeguarding protocols and the threshold levels for service users groups. * Ability to engage with service users, their carers and the general public |
| **Performance measures** | **Competencies** |
| Quantifiable objectives ~ e.g.  Feedback from service users, colleagues and partner agencies  Key Performance Indicators (where available)  Line manager assessment | Team Working ~ cooperation and flexibility, contributes positively by sharing information and supports team consensus  Outcome focused ~ works without prompting and progresses tasks using initiative  Problem Solving & judgment ~ identifies causes rather than just symptoms to inform solutions  Planning & Organising ~ prioritises what is important in line with team & service goals  Business Awareness ~ understands the role of others in relation to their impact on own role and recognises how decisions made in other areas can impact on them. |