



The Bishop Wand Church of England School

Position	Learning Support Assistant	Grade	Surrey Pay S3
Department	Learning Support	Work Pattern	31 hours, 50 minutes per week <i>Monday to Friday</i> 8.35am to 3.15pm
Line Manager	Head of Learning Support		

Job Profile

Job Purpose

To contribute to the realisation of the Aims Statement of the School by supporting the students in your care.

Key Responsibilities

1.1 To work with students in your care in lessons to promote inclusion in the classroom

- (a) Liaise with the class teacher to be aware of difficult areas.
- (b) Report to class teacher when a student is having profound difficulty with the content of a lesson or homework.
- (c) In conjunction with the classroom teacher, adapt lessons to meet the needs of individual children and small groups.
- (d) To take a responsibility for delivering learning activities with small groups who would benefit from a different learning approach as agreed.
- (e) Provide Learning support to children with significant care needs, or where English is not their first language.
- (f) Repeat instructions and break task down into small achievable steps.
- (g) Monitor how the student is coping.
- (h) Support the personalised learning agenda.
- (i) As directed provide targeted support to support learning and improve attainment.

1.2 To ensure that the students allocated to my care are supervised so that they are safe

- (a) When required, to escort students with physical difficulties between lessons and in breaks.
- (b) Where necessary, to assist students with practical work that could place them in danger.

1.3 Provide strategies to enable the student to manage social situations

- (a) Be aware of social difficulties and where they occur.
- (b) Support Group work where necessary in class.
- (c) Liaise with Form Tutor, Subject Teachers and Heads of Year when managing behaviour.

1.4 To ensure that students in your care cope with their organisational problems

- (a) To help the student manage their homework diary.
- (b) To help the student with their timetable and any changes to it.
- (c) To help students develop their organisational skills so that they have the correct books and equipment with them for each lesson.

1.5 To liaise with the class teacher, tutor, line manager or SENCO if you become aware of problems affecting the students in your care

- (a) To keep a record of support relating to the student and their targets.
- (b) Reporting any unusual or disturbing behaviour, in writing, to your line manager.
- (c) To report verbally or in writing, as required, on students in your care.

1.6 Develop and promote positive relationships

- (a) Value the student, inspire confidence, trust, encourage and give rewards. Be firm but fair and encourage mutual respect. Develop resilience with students in your care.
- (b) Take every opportunity to develop independent learning.
- (c) Develop and maintain effective working relationship with other staff and parents and carers.
- (d) Contribute to the maintenance of a safe and healthy environment.

1.7 Other responsibilities

- (a) To attend training courses and to be proactive undertaking research as required in order to keep abreast of governance statutory responsibilities and other developments.
- (b) To be involved in the appraisal process at The Bishop Wand School.
- (c) To undertake any other tasks or duties as may be reasonably required in accordance with the responsibility level of this position.
- (d) To ensure compliance with all School policies and procedures and continually promote and support the ethos of the School.
- (e) Encourage and promote inclusion.
- (f) To undertake break and lunch duties as required.

Person Specification		
Specification	Desirable	Essential
Education and Training	GCSEs (or equivalent) at Grade C or above in Science or French or Spanish.	GCSEs (or equivalent) at Grade C or above in English and Maths
Knowledge and Experience	Learning support experience or experience of working with secondary age students in a different capacity	
Abilities and Skills		Ability to plan and prioritise a range of regular and irregular tasks
	Passion and ability in working with students or in areas of art, photography, technology, performance or sport.	Ability to use Microsoft Word Understanding of basic database concepts
		Strong written and verbal communication skills
Personality		Enjoy working as part of a team
	Enjoy varied work	Supportive of colleagues

	Sense of humour	Adaptability
Physical		General overall good health

Revision Date: June 2019