

JOB DESCRIPTION AND EMPLOYMENT CRITERIA

Position Title: Learning Support Assistant: KS3, KS4 and KS5	Camden School for Girls (VA School)
Hours	8.30 - 3.30 pm/ 9 - 4 pm
Pay Level:Scale 4 (Point 4:7) Annual Pay £30,987 (Actual Pay £23,695)	Learning Support Department
Term time only	
Reports to: SENDCo	

PURPOSE OF THE JOB

Learning Support Assistants are an invaluable part of our Learning Support Team at Camden School for Girls:

- To support the learning of students who have an Education Health Care Plan and other students on the SEND register.
- To support the subject teacher in ensuring work is accessible according to agreed learning strategies
- To support the aim of closing the attainment gap for students with SEND

MAIN DUTIES & RESPONSIBILITIES

1. To work with the SENDCo and subject teachers to assist and support the education of students with EHCPs and those identified as having SEND.
2. To provide support in class or by 1:1 or small group intervention in accordance with individual student needs identified in the EHCP or learning strategies.
3. Provide in-class support and targeted one-to-one teaching for Sixth Form students in up to three A Level subjects aligned with the post holder's areas of subject expertise and experience at A level and Degree level.
4. To work with individual programmes devised by other professionals, e.g. speech therapists, occupational therapists, as necessary for individuals or groups of children
5. To liaise with individual teachers to ensure that learning objectives and differentiated tasks are successfully achieved including producing differentiated resources
6. To support and model positive behaviour management both inside and outside of the classroom
7. To monitor students progress towards individualised targets and feedback on this progress termly
8. To be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.

9. To be a flexible member of the Learning Support Department and work positively with colleagues across the school
10. To undertake occasional duties outside of school hours (supporting on school trips etc.)
11. To provide admin support for the SENDCo, as appropriate, particularly preparation for Annual Reviews.
12. To undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development.
13. To participate in performance management across the school

QUALIFICATIONS

Essential:

- At least 5 GCSE grades including grade 6 or above in English and Maths
- At least three strong A level qualifications
- A Bachelor's Degree with Honours
- Familiarity with the A level curriculum and assessment programme for at least three subjects.

KNOWLEDGE

Desirable:

- Experience of working with young people who have additional learning needs and/or social, emotional and mental health needs - particularly autism and ADHD.

SKILLS

- Strong communication skills
- To use a range of software effectively, including word and spreadsheets
- To work professionally under pressure and in a busy environment
- To reflect and adapt approach to learning support techniques
- To listen and empathise
- To have clear boundaries and be firm in encouraging students to meet expectations
- To use initiative in response to a learning situation
- To be able to enthuse and motivate others