

# SECONDARY LEARNING SUPPORT ASSISTANT

## JOB DESCRIPTION

### Primary Objective of Role

The post holder will be required to provide support to individual pupils across the secondary school, who may have a range of complex needs. You will work under the instruction/guidance of the Head of Learning Support to undertake work, care and support programmes to enable access to learning for the children. You will be assisting with supervision of pupils and one to one with identified pupils.

### Accountability and Responsibilities

#### Safeguarding and promoting the welfare of students

- Incorporate the school's vision, mission and core values into normal working practice.
- Be responsible for safeguarding and promoting the welfare of all students that the Learning Support Assistant comes into contact with.
- Follow the reporting procedure contained in the Child Protection Policy with regards to raising concerns about the welfare of any student.
- Act in accordance at all times within the school's policies and procedures, including but not limited to, the Standards of Conduct Policy, Health, Safety, Security and Environment Policy and the Human Resources Policy Manual.

#### Main Duties

- Supervise and provide support for individual pupils, including those with special needs, ensuring their safety and access to learning activities.
- Attend to the personal needs and where required, implement related personal programmes including social, health, physical hygiene, first-aid and welfare matters.
- Assist with the development and implementation of Individual Learning Plans only and Study Skills programmes.
- Establish constructive relationships with pupils and promote inclusion and acceptance in the class.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Set challenging and demanding expectations and promote self-esteem and independence.
- Provide feedback in relation to progress and achievement under guidance of the teacher.
- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of pupils' work.
- Support students in examinations, as needed



- Plan learning activities liaise with the teacher and use strategies to support pupils to achieve learning objectives.
- Monitor pupils' responses to learning activities, accurately record achievement/progress as directed and provide detailed and regular feedback to teachers on pupils' achievement, progress and problems.
- Promote good behaviour, deal promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- Establish constructive relationships with parents/carers, where/when appropriate
- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning needs of pupils.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Although the working hours for this post are typically 7.00am until 2.00pm, staff are expected to work such reasonable additional hours as may be necessary to enable the effective discharge of their professional duties.
- To attend any departmental meetings as required.

All staff may be required to attend the College during weekends or holiday periods throughout the year for purposes of training (INSET), examination organisation/preparation and invigilation and/or preparation for the forthcoming academic term/year.

## Safeguarding

Doha College is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including reference checks with previous employers and a criminal records check. Teaching staff will also be subject to a Barred List and Prohibition from Teaching Check.

## Diversity, Equality and Inclusion (DEI)

Doha College is committed to a culture of equality, diversity and inclusion. We believe that a diverse staff body reflects and supports the diversity of our students and wider society and leads to a cognitive diversity which promotes excellence in all areas.



# PERSON SPECIFICATION

## Key Requirements

E=Essential D=Desirable

### Qualifications

- Minimum Secondary/High School Level education (E)
- Bachelor's degree is preferred (D)
- Relevant qualification will be an advantage (D)

### Experience

- Experience of working with or caring for children with Special Educational Needs such as Motor Difficulties, Learning Difficulties and Speech Difficulties
- Previous experience working in a similar role is desirable
- Experience of working in a school environment is desirable
- Experience of working with young people and having an understanding of their needs

### Skills, Knowledge and Abilities

- Knowledge and understanding of the effective teaching and learning styles for SEND pupils and how to implement them.
- Supportive and sensitive to children with specific needs.
- Positive approach to problem solving.
- Ability to work effectively in a team.
- Excellent interpersonal and communication skills (written and verbal).
- Must be organised, accurate and thorough.
- Knowledge of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection is essential.
- Must be organised, accurate and thorough

