	Job Description:	Scale:	3
	Learning Support Assistant	Hours/Weeks:	36 hours/43 weeks
		Updated:	September 2016

Person reports to:	<ul style="list-style-type: none"> • Senior Head of Learning Support / Head of Department
Person supervises:	<ul style="list-style-type: none"> • n/a
Purpose of Job:	<ul style="list-style-type: none"> • To work with students and staff to maximise the learning opportunities for all students, especially those with special educational needs.

MAIN DUTIES AND RESPONSIBILITIES

Work with students:

- To work with students and staff as directed by the Head of Learning Support in association with other identified Head(s) of Department(s) to undertake whole school duties such as working as a co-tutor with a tutor group and playground and corridor duties.

Provide academic support to students by:

- Understanding their specific needs and implementing a range of appropriate strategies that will ensure they make expected progress
- Helping to enable students to achieve attainable targets in lessons and in homework
- Liaising with subject teachers to assist in preparing work and resources for Schemes for Learning that meet the needs of target students.
- Working on skills such as Literacy, numeracy, study skills etc to ensure they make best possible progress.

Provide social support to students by:

- Developing positive relationships with the students
- Promoting the student's self esteem
- Encourage students to develop other interests inside and outside of school.

Provide support to teachers by:

- Maintaining appropriate written records of supported lessons
- Developing subject specific targets for supported lessons
- Liaising regularly with the Head of Department
- Contributing to planning, reviews and department meetings

Provide support to the school by:

- Monitoring the use and return of any school resources allocated.
- Liaising with outside agencies where appropriate under guidance from Head of Department
- Liaising with other staff
- Attending I House Team and/or department meetings
- Being aware of and complying with school procedures
- Participating in the School's Performance Management procedure

Additional duties


The role of the Support Assistant is developing in response to the new SEN Code of Practice which came into effect in September 2014. These duties may be varied at the discretion of the Headteacher or Governing Body from time to time to address the changing needs of the school and the development of the role.

EQUALITY AND DIVERSITY

We are committed to and champion equality and diversity in all aspects of employment within the London Borough of Newham. All employees are expected to understand and promote equality and diversity in the course of their work.

SAFEGUARDING CHILDREN

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and uphold all relevant procedures.

 Person Specification and Selection Criteria Learning Support Assistant		Scale	3
		Updated	September 2016
Essential	Essential/ Desirable	How the selection criteria will be assessed	
Qualifications			
Educated to GCSE or equivalent level, including English and Maths	D	Application Form	
Relevant professional or academic qualification (City & Guilds NVQ)	D	Application Form	
Degree or equivalent qualification	D	Application Form	
Professional Experience, Knowledge and Understanding			
Experience in similar position and/or environment	D	Application Form, Interview	
Experience of using ICT software (e.g. Google docs or Microsoft)	D	Application Form, Interview	
Experience of interest working with children with a range of abilities	E	Application Form, Interview	
Experience of working with children with autism / complex needs	D	Application Form, Interview	
Abilities and Skills			
Basic knowledge of the practice of Inclusion	D	Application Form, Interview, Test	
Effective and clear communication skills and good interpersonal skills	E	Application Form, Interview, Test	
Appropriate and accurate use of English in written and oral communications	E	Application Form, Interview, Test	
An ability to work flexibly and co-operatively in a team context	E	Application Form, Interview	
An ability to remain calm and personable under pressure	E	Application Form, Interview	
Ability to work collaboratively and with minimum supervision	E	Application Form, Interview	
Ability to improvise, problem solve and present solutions. Flexible 'can do' attitude	E	Application Form, Interview, Test	
Literacy and Numeracy skills	E	Application form, Interview, Test	
Good level of IT Skills including knowledge of Microsoft and Google Docs; ability to use email and the internet	E	Application Form, Test	
Good organisational skills	E	Application Form, Interview	
Conscientious and flexible attitude and a wish to achieve high professional standards	E	Application Form, Interview	
Personal Qualities			
A commitment to working in a busy school environment	E	Application Form, Interview	
Flexible, motivated and committed to high standards of working	E	Application Form, Interview	
Good attendance and punctuality	E	Application Form, Interview	
Resilience, energy and enthusiasm	E	Application Form, Interview	
Adaptability to changing circumstances and new ideas	E	Application Form, Interview	
Professional approach to working	E	Application Form, Interview	
Resilient and determined to achieve goals	E	Application Form, Interview	
Committed to the ethos of the school	E	Application Form, Interview	
Willingness to be flexible and take on additional duties as and when required	E	Application Form, Interview	
Willingness to participate in further training and development opportunities offered by the school	E	Application Form, Interview	
Possess high levels of integrity and honesty	E	Application Form, Interview	
Equal Opportunities Awareness			
A commitment to equal opportunities, awareness of diversity issues and working in a positive and non-discriminatory way	E	Application Form, Interview	
A commitment to working in a multi-cultural environment and with students from diverse backgrounds and abilities	E	Application Form, Interview	
A commitment to working in a flexible and collaborative manner with all members of the school community	E	Application Form, Interview	
Child Protection and Safeguarding Awareness			
Knowledge and understanding of child protection and safeguarding legislation	E	Application Form, Interview, Test	
A commitment to safeguarding and promoting the welfare of young people	E	Application Form, Interview	

