

JOB DESCRIPTION

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| Job Title: | Learning Support Assistant |
| Salary: | £15k to £18k reduced pro rata to 0.9 (depending on skills and experience) |
| Accountable to: | Vice Principal (Pastoral) |
| Reports to: | Director of Pastoral Care |

Key Purpose:

A member of UTC's support staff team, providing efficient and effective personal tutorial and Pastoral support.

Main Roles and Responsibilities:

- Support the Assistant Principal (Pastoral) and the Director of Pastoral Care in fulfilling their duties
- Provide support and intervention for the learning of students that enables them to make good or better progress
- Meet the varied additional learning needs of students in whatever way is the most effective
- Provide input to personalised learning plans and tracking of students as may operate from time to time
- Support the wellbeing, safety and personal well-being of students as part of the student support team
- Provide support and information to teachers so that they can better meet the needs of all the students in the school
- Support strong relationships between home and school with high quality and timely information and feedback
- Maintain confidentiality and sensitivity to a student's needs but have regard to the safeguarding procedures of the UTC
- Such other duties as may reasonably be required at the level of the post

Specific Responsibilities

- Provide a 1:1 tutoring/mentoring role to pupils.
- Be a reference point for pupils who are referred by teaching and support staff - mentoring students as appropriate.
- Provide support in lessons and identify causes/incident triggering pupil problems.
- Meet with teaching and support staff regarding individual or small groups of pupils.
- Carry out some administrative tasks to the Director of Pastoral – filing, drafting letters, form filling.
- Attend pastoral meeting/take minutes.
- Play a part in the smooth running of student medicals, vaccinations, photographs etc.
- Support students who have been isolated from their teaching group – e.g. supervision,
 - collection of work, providing guidance with the task, ensure completed work is returned to staff.
- Assist students with the organisation and completion of independent study tasks
- Promote and manage the reward system.
- Organisation and supervision of pupils at lunchtime and break – be a presence in the social areas.
- With the director of Pastoral care make contact with pupils and parents regarding attendance/punctuality
- Support pupils to re-integrate and 'catch up' when they return to school after periods of absence.
- Use the school management information system to access and input data.
- Assist with the writing of reports, correction and collation
- Help with the administration of baseline testing.
- To assist in the organisation of social/community activities for students including charitable events.
- Take part in study skill workshops, provide effective transition time for vulnerable pupils.

Suitable training will be provided to develop specific qualities which will emerge as the post holder starts the job.