

## Job Description

1. JOB TITLE Learning Support Assistant.  
36 hours pw (39 weeks)
2. GRADE Scale 4/5
3. SUPERVISED BY Assistant Head Teacher
4. SUPERVISION EXERCISED  
Directly: Nil  
Indirectly: Nil
5. CONTACTS  
Internal: Staff and students  
  
External: External agencies, students, parents, schools and colleges.

### Key objective of the role:

*To support access to learning for students and provide support to the teacher in all aspects of classroom learning.*

### MAIN DUTIES AND RESPONSIBILITIES

The job description is subject to periodic review.

- Assist with the planning and delivery of high quality teaching on a range of courses within the curriculum area (vocational and non-vocational).
- To assist with assessment opportunities for students that allows them to engage with success criteria, good practice and where possible the work of peers so they become knowledgeable about their own strengths and needs.
- To contribute fully as required to the development of lesson plans and schemes of work, to source and prepare appropriate teaching resources for self and school use.
- Develop a holistic approach to meeting Social, Emotional and Mental Health needs, enabling learners to make good progress by working with teachers, other support staff, families and external agencies.

- Provide feedback to staff and students under the guidance of the teacher.
- Establish good, therapeutic relationships with students, acting as a role model and being aware of responding appropriately to individual needs.
- To develop and enhance expertise in supporting students with complex social, emotional and mental health needs by attending training and working alongside relevant internal and external professionals such as psychologists and therapists.
- To promote the inclusion and acceptance of all students, encouraging students to engage with each other and learning.
- Assist in the recognition and promotion of student's work and achievements.
- Assist with the supervision of students out of lessons, including before and after School hours and at lunch and break times as required.
- In accordance with OHC&AT policies and guidelines, maintain course and learner records; carry out tracking and monitoring of learner performance and provide information, data and statistical returns as required, using student record information systems as required.
- Adopt a consistent approach in dealing with student discipline in accordance with OHC&AT policies.
- Liaise with members of the Skills Coach team and, as appropriate, with parents/carers in the support of learners.
- Cover classes for absent colleagues in accordance with OHC&AT guidelines, which may be reviewed from time to time.
- Carry out administrative tasks related to courses and attend meetings as required by Senior Leadership Team.
- Maintain a practical understanding of service standards and Quality Improvement initiatives relevant to the curriculum area and work to these standards, engaging in personal and professional development as appropriate.
- Be alert to any indication or allegation of abuse and take appropriate action under the OHC&AT safeguarding procedures for the protection of children and vulnerable adults.
- Promote equality of opportunity and diversity in all aspects of the job and challenge inequality and discrimination and/or report concerns as appropriate.
- Support the Senior Leadership Team in all health and safety matters and take reasonable care for the health and safety of yourself and other persons who may be affected by your acts or omissions at work.
- Undertake any other duties consistent with the objectives and level of responsibility of the post as may be required by the Senior Leadership Team and/or OHC&AT.

- Undertake all duties and responsibilities in accordance with OHC&AT policies and relevant legislation, inclusive of Equal Opportunities, Health & Safety, Data Protection, Child and Vulnerable Adult Protection, Financial regulations and Quality frameworks. To report any concerns to the appropriate person.

### Supplementary duties and responsibilities for certain teaching posts:

- Support the marketing of courses both inside and outside the OHC&AT including attendance at open events. This will involve flexible working (i.e. occasional evenings and weekend working).
- Assist as required in enrolment procedures. This will involve flexible working (i.e. occasional evenings and weekend working).

### EXPECTATIONS FOR ALL STAFF

All members of staff at the schools are expected to be:

➤ **Responsive & Adaptive**

Responsive to change, creating new opportunities for meeting new challenges

➤ **Creative, imaginative and entrepreneurial**

Innovators and commercially aware

➤ **Collaborative**

Promote 'team-ship' through collaboration and taking pride in their work and the institution

➤ **Passionate professionals**

Role models committed to continually improving themselves and ultimately the experience and success of our students

➤ **Accountable**

Understand the impact of (and take responsibility for) their actions upon OHC&AT stakeholders

**This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Data and Barring Service (DBS) as part Orchard Hill College & Academy Trust's pre-employment checks**

# Person Specification and Selection Process

## Learning Support Assistant

This person specification will be used for recruitment to the Learning Support Assistant role. It will form the basis of the application form, and candidates will also be assessed against aspects of this person specification at interview.

QUALIFICATIONS (list)	ESSENTIAL	DESIRABLE	TESTING METHOD
Educated to GCSE standard in English and Maths.	✓		Checked certificates
STATUTORY or ROLE SPECIFIC REQUIREMENTS	ESSENTIAL	DESIRABLE	TESTING METHOD
A clear understanding of the features of high quality teaching and learning at KS3 and 4.	✓		Application/Interview
Commitment to the safeguarding of all learners	✓		Application/Interview
Demonstrable effectiveness in promoting equality and diversity through assisting the management of the learning environment and challenging discriminatory behaviour and attitudes	✓		Application/Interview
Access to transport to access satellite centres.		✓	Checked licence
EXPERIENCE	ESSENTIAL	DESIRABLE	TESTING METHOD
Effective in managing behaviour and in motivating all learners to make a positive contribution to the learning environment and fulfil their potential for learning.	✓		Application/Interview
Interest in working with vulnerable students.	✓		Application/Interview
Understanding of alternative and therapeutic interventions for student progression.		✓	Application/Interview
Experience of working with students with behaviour issues.	✓		Application/Interview
KNOWLEDGE & SKILLS	ESSENTIAL	DESIRABLE	TESTING METHOD
Good inter-personal skills to enable you to assist with liaison between student and school or other agencies.	✓		Application/Interview

Demonstrable commitment to achieving the highest possible standards for all learners with a proven record of enabling learners to fulfil their potential	✓		Application/Interview
Ability to deal with challenging behaviour.	✓		Application/Interview
<b>COMPETENCES</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>TESTING METHOD</b>
<b>“Can do” positive attitude</b> Remains motivated, even when under pressure, to ensure that a high standard service to the customer is maintained	✓		Application/Interview
<b>Takes responsibility and delivers results</b> Maintains focus when dealing with a variety of tasks or priorities, seeking early guidance and support when necessary, and responding to that guidance to ensure that daily tasks are completed	✓		Application/Interview
<b>Team working</b> Excellent team-working skills with a record of working co-operatively to achieve individual and team goals	✓		Application/Interview
<b>Communication</b> Able to answer standard queries from the public clearly and accurately, and draft clear and concise letters and or emails.	✓		Application/Interview
<b>Customer Care</b> Identifies customer needs, providing solutions to these needs that take into account the diversity of customers.	✓		Application/Interview
<b>Good administrative and organisational skills</b> Proficient in Microsoft Office applications (Word, Excel, PowerPoint, Internet and email) and in using student record information systems	✓		Application/Interview
<b>Takes ownership of personal development</b> Committed to reflecting on own performance, seeking and accepting constructive feedback and learning from own experiences	✓		Application/Interview



As part of Orchard Hill College & Academy Trust's pre appointment checks, current and past employers will be contacted for short listed candidates

Any discrepancies or anomalies, and/or issues from references will be discussed at interview with shortlisted candidates.