



Learning Support Assistant Job description

Reporting to	Teacher/ Head of Department/ VP Academic/ Principal
Hours	Full time- Fixed Term (6:15 am to 4:30pm)
Salary	Main pay scale, Inner London weighting

THE ROLE

The post holder will be based in our office in Lambeth, London but will however, interact with pupils virtually.

As a Learning Support Assistant (called Learning Mentors at iBOS), your main responsibility would be to support teachers, pupils, and parents, to develop a supportive teaching and learning environment in which pupils make excellent academic progress throughout the year. You will play a vital role in providing pupils, regardless of their background, an exceptional education experience and help them make real life choices.

ROLES AND RESPONSIBILITIES

- Develop and maintain a purposeful environment in line with lesson plans
- Create and develop strategies, in coordination with the teacher, to help pupils reach their learning objectives
- Virtually support and help pupils in reaching their learning targets and goals; listen and empathise with them and engage them in various individual and/or group activities to improve their attainment during lessons
- Assist teacher with planning activities and material for curriculum for the pupils
- Monitor and accurately record pupils' response to learning activities and their progress throughout the academic year
- Regularly provide pupil feedback to the teacher and use different online strategies to monitor and assist pupils' behaviour, progress, and any problems etc
- Promote a culture of safe and good behaviour, quickly and promptly dealing with conflicts and/or incidents in line with the established policies and procedures. Also encourage pupils to take responsibility of their behaviour
- Administer routine tests, schoolwork, and homework
- Support the teacher to set challenging and demanding expectations for the pupils

- Support the use of ICT in learning and development of the pupils
- Provide support to pupils, including the ones with special needs and ensuring their academic development, safety, and unrestricted access to learning
- Promote inclusion by encouraging pupils to participate, interact with each other and work collectively
- Establish good relationships with pupils, acting as a role model and learning mentor
- Respond correctly and appropriately to pupil needs
- Establish good relations with pupils' parents
- Promote self-esteem and independence in pupils
- Attend to pupils' personal needs including physical, medical, health, hygiene, and social needs
- Have knowledge of and comply with school policies and procedures especially related to Child Protection, e-Safety, confidentiality, data protection and safeguarding
- Contribute to the overall vision, mission, and ethos of the school
- Attend relevant meetings whenever required
- Provide support to support staff whenever required
- Accompany and assist teachers and pupils on trips, out of school activities, clubs, and other recreational activities
- Undertake other ad hoc tasks

WORK EXPERIENCE/SKILLS AND ABILITIES

- Newly Qualified Teachers (NQTs) are welcome to apply
- Awareness of the British National Curriculum and the iGCSE/iAL
- Experience of working with and supporting pupils online
- Good knowledge of child protection and safeguarding
- As understanding of principles of inclusion
- Ability to communicate learning expectations to pupils
- Ability to work well as a part of a team and gain confidence and trust of teachers
- Excellent communication, interpersonal and presentation skills
- Ability to note down details and present reports in an efficient and timely manner
- Ability to meet tight deadlines and work under pressure
- Ability to build effective relationships with pupils, motivate and encourage them to be on their best behaviour and effectively come up with possible solutions for their problems
- Ability to maintain confidentiality in all aspects of the role
- Ability to listen, empathise and act as a mediator
- Knowledge of Engage and Adobe Connect is desirable