



JOB DESCRIPTION

Job Title Learning Support Assistant (Senior School)

Reports to: SENCO - Head of Academic Support

Key Contacts: Headmaster through Line Manager & Deputy Head, Assistant Head – Teaching & Learning, Assistant Head – Director of Studies, Heads of Houses and classroom teachers

Overall Purpose

We are looking for a Learning Support Practitioner to support a Year 10 student who is approaching his GCSE studies. The role will involve supporting the student in lessons across the curriculum and if necessary during unstructured times of the day. You will be expected to develop and prepare differentiated learning materials under the direction of the class teacher and SENCO and to carry out general Teaching Assistant responsibilities.

MAIN DUTIES AND RESPONSIBILITIES

Support for Children

- The learning support assistant and classroom teachers' work together to ensure that their time and energy is best spent in a way that optimises learning for the individual student and class. This can be through:
 - Being assigned to individual pupils who having been diagnosed with learning difficulties, for either all or part of the time to support their learning.
 - Being assigned to individual pupils within a class who are in need of additional help.
 - Often being asked to support learning more generally, either by 'floating' and acting as additional support during class activities or by working with specific groups of pupils

Support for Teachers

- To undertake other relevant duties allocated at the discretion of the individual classroom teachers, Head Teacher or SENCO
- To maintain records of children's progress as instructed.
- Contribute to the review of IEPs and other strategies as appropriate and reporting to parents as requested.
- Assist the classroom teacher in ways in which the learning activities and classroom environment are enhanced.
- To observe children as individuals and in groups and report problems and progress to the classroom teacher, SENCO or member of SLT.
- To assist in the delivery of the schemes of work and specifications in order for pupils to be able to access the content and skills necessary to achieve in the variety of subjects.
- Help to develop and differentiate resource materials at the appropriate level for the pupils' needs.

Generic responsibilities

- To be a member of a team which nurtures the Catholic ethos of the College in the tradition of the Brothers of the Sacred Heart, in order to promote the spiritual, moral, cultural, aesthetic, intellectual and social development of the students and the community life;
- Adhere to contractual obligations and expectations regarding support for the College's essential ethos as set out in the contract of employment;
- Expectations regarding the role and expectations for all members of staff are contained within the Senior School handbook;
- To play a full part in the life of the college community to support its distinctive mission and ethos and to encourage staff and students to follow this example;

Essential Criteria

- Experience of working one to one with high functioning Autistic students at GCSE level and beyond
- Experience of managing students with anxiety issues and challenging behaviours
- Ability to engage with students whilst enforcing positive classroom behaviour
- Successful completion of DBS forms and satisfactory clearance being received
- High level of literacy and numeracy to support GCSE studies and potentially beyond to A Level
- Good communication skills, both written and oral and with a high standard of written and spoken English.
- Excellent interpersonal skills as the role will require close working with the class teachers, SENCO, parents and possibly external agencies
- High levels of resilience and the ability to
- Hardworking, proactive and flexible approach with the ability to use own initiative as well as working as part of a team

Desirable Criteria

- Graduate (Psychology)
- First Aid training

Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy at all times. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the Designated Senior Leader.

Appointment Details

- 24 hours per week, Monday to Friday, term time only including INSET and the annual Columban Fayre. The exact daily working hours are to be agreed once the student's timetable has been finalised in September.
- This role will be appointed on a fixed term basis the duration of which will be dependent upon the continued funding for the student by the local education authority and will therefore be subject to an annual review
- The salary will be approximately £11 per hour
- Free lunches during term time
- Contributory pension scheme
- Use of the College gym facilities outside of School hours