Learning Support Assistant Level 2
Job Description

Job Purpose
Work under the guidance of the SENCO, teaching staff and nominated Learning Support Assistants, and within an agreed system of supervision, to implement agreed work / care / support programmes with individuals or groups, in or out of the classroom.

Reporting to: SENCO

Responsible for: Pastoral support of students

Liaising with: Heads of House, teaching staff, Learning Support Assistants, students and parents.

MAIN DUTIES

Support for Students
- Attend to students' personal needs, and assist with the development and implementation of Individual Education / Behaviour / Support / Mentoring Plans and Personal Care Programmes.
- Supervise and support students, including those with special needs, ensuring their safety and access to learning.
- Establish constructive relationships with students and interact with them according to individual needs.
- Promote the inclusion and acceptance of all students.
- Encourage pupils to interact and work co-operatively with others, and engage in learning activities.
- Set challenging and demanding expectations for students, and promote self – esteem and independence.
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher.

Support for the Teacher
- Assist with the planning of learning activities.
- Use strategies, in liaison with the teacher, to support students to achieve learning goals.
- Prepare the classroom as directed for lessons and clear afterwards. Assist with the display of student's work.
- Ensure the timely and accurate design, preparation, and use of specialist equipment / resources / materials.
- Monitor students' responses to learning activities and accurately record achievement / progress as directed.
- Establish constructive relationships with parents / carers.
- Provide detailed and regular feedback to teachers on student achievement, progress, problems etc.
- Maintain records as requested.
- Administer routine tests, invigilate exams, and undertake routine marking of pupils' work, accurately recording achievement / progress.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
- Provide general clerical / admin support eg. administer coursework, produce worksheets for agreed activities, photocopying, typing, filing etc.

Support for the Curriculum
- Support students in understanding instructions.
- Undertake structured and agreed learning activities / teaching programmes, adjusting activities according to student responses.

- Undertake programmes linked to local and national learning strategies eg. literacy, numeracy, KS3, early years etc. as directed by the teachers.
- Support students in using ICT, and develop students' competence and independence in its use.
- Prepare, maintain, and use equipment/resources required to meet the lesson plans/relevant learning activities, and assist students in their use.
- Monitor and manage stock and supplies, cataloguing as required.

Standards
- Support the aims and ethos of the College;
- Set a good example in terms of dress, punctuality and attendance;
- Attend and participate in open evenings;
- Uphold the College's behaviour code and uniform regulations;
- Participate in staff training;
- Attend team and staff meetings.

Maintenance of Professional Standards:
- Keep yourself fully appraised and aware of educational and other appropriate developments whether national or local, and assess their impact on the College;
- Ensure the highest standards of professional conduct and confidentiality at all times, and in particular when with other staff of the College;
- Ensure the development and maintenance of a team culture that enables all members of the learning support team to be effective in their respective roles.

Other Specific Duties:
- To play a full part in the life of the college community, to support its distinctive mission, ethos and policies and to encourage and ensure staff and students to follow this example;
- To continue personal professional development as agreed;
- To engage actively in the performance review process;
- To comply with the College's Health and Safety policy and undertake risk assessments as appropriate;

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The College will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any member of staff who develops a disabling condition.

This job description is current in July 2024, but, in consultation with you, may be changed by the Headteacher to reflect the changing needs/policies of the College in line with the College Improvement Plan.