

## Job Description

1.1 Post Title: Learning Support Assistant  
 Responsible to: Team Leader  
 Grade: G6 £20,493 - £22,627 pro rata (Actual £17,518 to £19,342)  
 Hours: 37 Hours per week, Term Time only plus 5 days per annum

## 1.2 Main Purpose of Job

- To support student's learning and positive learning behaviour in lessons
- To support student's learning and positive behaviour in breaks and activity times
- To provide individual support and 1:1 interventions where identified
- To play a key part in the planning and delivery of individual student programmes and to contribute to other extended curriculum activities.
- To fully contribute to the staff team's and Meadowbrook's collective responsibility to secure outstanding outcomes for all students
- To follow Meadowbrook College procedures in safeguarding and child protection
- To be a key worker for a small number of students and be the link between home and school for these students

## 1.3 Main Duties

### With students:

- To act as a positive role model, maintaining the highest professional and personal standards, in order to encourage positive behaviour and thinking in all students.
- To work alongside teachers and other staff to support student learning during lessons and activity sessions.
- To supervise the work being undertaken by individual or small groups of students, some of whom might be deemed to be at risk and may have challenging behaviour.
- To supervise students from arrival to leaving, through all break times.
- To deliver elements of the core curriculum under the guidance of teaching staff.
- To take joint responsibility, with identified lead staff, the planning, delivery and evaluation of extension curriculum sessions
- To support strategies to maintain high attendance for the students and take action when non-attendance occurs.
- To take part in supporting students during off-site activities, visits and trips including outdoor pursuits/residential education opportunities.
- To ensure that all people involved in any session are supervised and safe.
- To assist in all student assessments, reviews and reporting.
- To promote an effective 'learning partnership' between students, parents/carers and Meadowbrook College by undertaking direct and regular liaison with parents/carers.
- To be committed to safeguarding, child protection and promoting the welfare of children and young people by following Oxfordshire County Council & Meadowbrook College procedures for safeguarding and child protection.

### With parents:

- To be the main link between home and school for a small group of key students
- To complete home visits, as appropriate, to discuss and review student's progress

### As a professional Meadowbrook Team member:

- To actively promote Meadowbrook restorative principles and practices.
- To attend all staff meeting/briefings, training sessions and other meetings as necessary.
- To fulfil all health and safety responsibilities as identified in Meadowbrook H&S Policy.
- To participate in the Meadowbrook College Performance Appraisal Scheme for staff.
- To undertake relevant professional development and training where and when necessary
- To undertake any other duties commensurate with the post as directed by the Headteacher

Selection Criteria			
			Essential/Desirable
Experience	1.1	Experience of working with children and or young people in either youth work or school settings (primary and secondary aged)	Essential
	1.2	Experience of working with disaffected challenging and vulnerable young people	Desirable
	1.3	Experience or understanding of work in a multi-racial diverse community and some knowledge of strategies to tackle issues of equality whilst promoting social justice	Desirable
Knowledge	2.1	Knowledge of basic computer functions and word processing	Essential
	2.2	Understand the importance of positive role modelling	Essential
Skills/Abilities	3.1	Ability to build positive relationships with young people, their parents and work closely with individuals and organisations	Essential
	3.2	Ability to resolve problems fairly and without prejudice and recognise discrimination in its many forms	Essential
	3.3	Ability to work as a team member with a structured, organised approach to work	Essential
	3.4	Ability to employ strategies to improve a young person's self-esteem and self-worth through a co-ordinated programme	Essential
	3.5	Ability to offer a specific skill that can further enhance the personal development of our students	Desirable
	3.6	Committed to safeguarding, child protection and promoting the welfare of children and young people	Essential
Qualifications	4.1	Achievement of, or working towards a recognised teaching, youth work and/or NVQ Level 2 (or equivalent) coaching qualification	Desirable
	4.2	GCSE Maths and English	Essential
	4.3	Current driving licence, business insurance and willingness to use own car to transport students	Essential