



## Liverpool College

*The Staff of Liverpool College are its greatest strength. Their dedication, flexibility, and commitment to the mission of the school ensure its excellence and form the foundation of its future. It is this spirit of service and professionalism which allows the school to inspire young people to achieve their true potential. The expectation of the College is that all staff view their employment at the school in that spirit.*

### Job Description

Post Title	Learning Support Assistant (One to One) – Secondary Phase
Salary/Grade	New Spinal Column Point 3-5 (FTE £18,562-£19,311). <b>Actual salary £13,491-£14,037 per annum.</b> Starting point dependent on qualifications and experience.
Working Time	Term time only (37 weeks): <b>34 hours per week</b> (8.30am–4.00pm Monday-Thursday and 8.30am-3.00pm Friday), with half an hour 'lunch' break) with a pro-rata allocation of paid holidays which are deemed to be taken during school holiday periods.
Post status	This is initially a fixed term post, from 01/09/2021 to 08/07/2022
Reporting to	Assistant Principal (Safeguarding and Inclusion) and SENCO
Liaising with	Vice Principals, Secondary Teaching Staff, SENCO, Subject Coordinators, relevant external agencies
Disclosure level	Enhanced

### Summary of the overall purpose of the job

***This role is dedicated to the provision of support to a particular child at Liverpool College (though there may be a requirement to support other children from time to time) as a consequence the role may be dependent upon continuation of funding.***

To work as part of the Secondary staff team to deliver high quality support to individual pupils in order for them to make good progress in school.

Working under the direction of the SENCo and the classroom teacher the One to One Support has the following responsibilities:

- **Deliver high quality support for a designated pupil, under the direction of the class teacher, in order for that pupil to make good progress in their learning.**

### Key responsibilities and objectives of the job

- To build and maintain successful relationships with the pupil, treat them consistently, with respect and consideration.
- To support pupil progress.
- To develop an understanding of the individual needs of the pupil.
- Work with an individual pupil to reinforce learning of material or skills as described in the Pupil Profile, EHCP or any other plan.
- To support the pupil in overcoming any barriers to learning in and out of the classroom.
- To help build the pupil's confidence and enhance self-esteem.
- To make a difference by contributing to the social and educational development of the individual pupil through support, care and motivation.
- To supervise the pupil in school and accompany them on out of school activities, trips and visits.
- To provide first aid where required.
- To attend parents' evenings and other meetings if required.
- To communicate effectively with colleagues, parents/carers and relevant outside agencies.
- Take part in relevant whole school and individual professional development and training whilst supporting colleagues in their development.

### Teaching and Learning

- To assist in the development of appropriate resources and teaching and learning strategies to make the curriculum more accessible for that pupil.
- To contribute to the planning and preparation of lessons and keep appropriate records.
- To work on differentiated activities with an identified pupil.
- To carry out structured classroom assessment/observation and feedback outcomes.
- To support teachers in the implementation of pupils' individual education and behaviour plans.
- To support progress in all subjects but specifically Maths and English.
- To work in co-operation with the class teacher to support the needs of the pupil and implement effective strategies to meet their needs.
- To work with the pupil outside of the classroom, on occasion and where appropriate.
- To stay up to date with developments in teaching and learning.
- To use the behaviour management policy so that effective learning can take place.

***All employees are expected to play a full part in the life of the College community, to support its distinctive mission and ethos as a co-educational 4-19 academy, and to encourage colleagues and pupils to follow this example.***

***While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This Job Specification is current at the date shown but, in consultation with the post holder, it may be changed by the Principal to reflect or to anticipate changes in the job commensurate with the grade and job title.***