



## 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 – Secondary Phase
Salary/Grade	Spinal Column Point 3-5 (FTE £22,737-23,500) <b>Actual salary £17,402-£17,986 per annum</b> ; starting point dependent on qualifications and experience.
Working Time	Term time only (37 weeks): <b>34.5 hours per week</b> (8.15am–3.15pm Monday, Thursday and Friday, 8.15am-4.15pm Tuesday, Wednesday with half an hour 'lunch' break daily) with a pro-rata allocation of paid holidays which are to be taken during school holiday periods.
Post status	Permanent, part-time
Reporting to	SENCO, Principal and Safeguarding Lead, and Secondary Teaching Staff
Liaising with	Vice Principals, SENCO, Principals, Secondary Teaching Staff, Subject Coordinators, relevant external agencies
Disclosure level	Enhanced

#### Summary of the overall purpose of the job

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.

To work under the direction of the SENCo and the classroom teacher.

To deliver high quality support for designated pupils, under the direction of the class teacher, in order for them to make good progress in their learning.

#### Key responsibilities and objectives of the job

- To build and maintain successful relationships with the pupils, treat them consistently, with respect and consideration.
- To support pupil progress.
- To develop an understanding of the individual needs of the pupils.
- Work with individual pupils to reinforce learning of material or skills as described in the Pupil Profile, EHCP or any other plan.
- To support the pupils in overcoming any barriers to learning in and out of the classroom.

- To help build the pupils confidence and enhance self-esteem.
- To make a difference by contributing to the social and educational development of individual pupils through support, care and motivation.
- To supervise the pupils 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 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 adaptive learning and EHCP provision.
- To support progress in all subjects.
- To work in co-operation with the class teacher to support the needs of the pupils and implement effective strategies to meet their needs.
- To work with the pupils 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.
- To provide interventions for pupils as directed by the SENCO.

***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.***