



MOWBRAY
Education Trust

Learning Support Assistant

Job Description & Person Specification

May 2021

Responsible to:
Review Date:

SENDCo
May 2023

Role Overview

To assist Teachers in providing a learning environment in which students can develop to their full potential.

Key Accountabilities

- To support the Teacher in the delivery of lessons and to be pro-active in lesson preparation e.g. communication with the Teacher prior to lessons or reviewing the lesson plan.
- To assist the teacher in the delivery of agreed student support plans.
- Under the direct supervision of the teacher to deliver some elements of the college curriculum.
- Assisting in areas such as literacy and numeracy.
- To assist teachers in preparing materials e.g. duplicating information and assisting with preparation of teaching materials.
- To develop inclusion by facilitating participation and learning by building confidence, self-esteem, a sense of independence and an understanding of diversity to enable students to reach their full potential.
- Provide feedback to teachers on student progress and performance.
- To assist in the delivery of targeted intervention with small groups of students under the guidance of the SENDCo and wider teaching team.
- To keep records and attend the review meetings of supported students.
- To provide support for specific students in the Inclusion Room or Zones during unstructured times.
- To accompany students on college trips.

And such other duties as are within the scope of the spirit of the job purpose, the title of the post and its grading.

Person Specification

Education & Qualifications	Essential	Desirable
GCSE grades A-C in English and Numeracy or equivalent	✓	
NVQ level 2 in learning support or equivalent qualification/experience or be prepared to undertake this training.		✓
Qualification or training in SEND completed.		✓
Experience & knowledge		
Recent and relevant experience working with Students in the 11 - 16 age range		✓
Experience working with Students with Special Educational Needs	✓	
Knowledge of child development		✓
Knowledge and understanding of Safeguarding and Child Protection issues and procedures, including both statutory requirements and best practice	✓	
Skills		
Ability to contribute to planning and delivery of lessons.		✓
Ability to lead sessions and interventions for a small group of Students.	✓	
To communicate information coherently and clearly with a range of people, as well as listen effectively	✓	
Able to self-evaluate learning needs and seek appropriate learning opportunities.	✓	
Be confident in the use of Microsoft Office programmes or similar software.	✓	
Attributes		
Committed to the Mowbray Education Trust values and aims	✓	

Aware of and committed towards equal opportunities	✓	
Committed to own continual professional development	✓	
Other		
Ability to travel to other Multi Academy Trust sites	✓	
Is fluent in the use of the English language	✓	

All roles are subject to full pre-employment safeguarding checks; including an Enhanced DBS with Barred List check.