

Job Profile

Post: Learning Support Assistant – UTC Sheffield City Centre

Responsible to: SLT

Responsible for: n/a

JOB PURPOSE

Working closely with SLT, SENDCO, Deputy SENDCO and Learning Managers to provide support for students, teachers across the UTC in order to raise standards of achievement for all students (e.g. disadvantaged, disabled, those with SEN, EAL, PP and higher ability and all underachieving groups), by utilising knowledge and skills working with students in the classroom. Assisting with planning, monitoring, assessing and managing classes to encourage students to become independent learners, to provide support for their welfare and to support the inclusion of students in all aspects of UTC life.

Supervising classes across the curriculum where there are planned and unplanned absences of staff members, ensuring that students are engaging in pre-set work and managing student behaviour to ensure a safe learning environment.

Supervising students at lunch-time and during the UTC day in the canteen and around the building or undertaking sporting activities on the MUGA and enrichment activities in MPS/MUGA.

MAIN DUTIES AND RESPONSIBILITIES

This is not a comprehensive list of all tasks which may be required of the post-holder. It is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade.

Work closely with SLT, SENDCO and Learning Managers on Intervention Strategies, targeting students for intervention, i.e. coursework completion and other issues which may present a barrier to learning.

Work with students in small groups and in classrooms to engage with the work provided, including providing support where necessary with literacy, numeracy and organisational skills.

Manage, supervise and monitor students as directed by your line manager / Principal and to cover for colleagues who are absent for a short period for up to a maximum of 20 days.

Support lessons contributing to general activities as appropriate and draw upon this in the event that students complete the pre-set work more quickly than expected, in order to ensure that students are engaged in constructive activity.

Work as part of the wider safeguarding team.

In the absence of a teacher, be solely responsible for a class of students, ensuring they are engaged in a learning activity that has been set by a teacher.

When cover is known in advance, collect the work set and discuss as appropriate with the subject teacher.

Liaise with teachers / other relevant staff with regard to work set for a class, ensure you are suitably equipped and informed to be able to effectively supervise the assigned lesson.

Feedback to the teacher on student engagement in the set work and also on any issues that may have arisen during the covered lesson(s).

Assist in the creation and maintenance of curriculum resources and creation of visual displays in order to ensure a relevant physical learning environment.

Supervise students at lunch-time and during the UTC day in the canteen and around the building or undertaking sporting activities on the MUGA and enrichment activities in MPS/MUGA.

Invigilation of examinations including acting as a reader / scribe.

Be aware of, and support difference to ensure all students have equal access to opportunities to learn and develop.

Promote and support the inclusion of all students, including those with specific needs, both in learning activities and within the classroom.

Use behaviour management strategies, in line with the UTC's policy and procedures.

Encourage and motivate students to maximise their learning potential.

GENERAL:

This job description is a representative document. Other reasonably similar duties may be allocated from time to time commensurate with the general character of the post and it's grading.

The UTC has approved a policy on Equal Opportunities in Employment and copies are freely available to all employees.

All employees have the responsibility to:

- Ensure any documentation produced is to a high standard and is in line with the corporate branding.
- Be aware and comply with policies and procedures relating to Safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person.
- All staff are responsible for the implementation of the Health and Safety Policy as far as it affects them, colleagues and others who may be affected by their work.
- Participate in training and other learning activities as required.
- Support UTC activities including assemblies, attending appropriate UTC events as directed.
- Any other duties deemed reasonable, as directed by the Principal.
- Participate in the UTC's Performance Management / Appraisal process.
- Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate.
- Promote the area of responsibility within the UTC and beyond.
- Represent the UTC at events as appropriate.
- Support and promote the UTC ethos.

Learning Support Assistant

PERSON SPECIFICATION	Essential / Desirable E/D
Qualifications	
Level 3 qualification or demonstrable suitable experience at this level.	E
HLTA qualifications	D
Level 2 English and Maths	E
Level 2 Safeguarding	D
Experience	
Experience of monitoring learner progress in ways that deliver excellent outcomes	E
Experience of facilitating learning / working with students in a formal setting without supervision	E
Experience of providing learning support including doing 1:1 support sessions	E
Experience of supervising / organising / coaching sports activities	D
Experience of working with other agencies e.g. schools, youth service, social services, voluntary sector	E
Experience of the creation and maintenance of curriculum resources, and creation of visual displays in order to ensure a relevant physical learning environment	D
Recent experience as Learning Support / TA	E
Experience of providing cover for colleagues who are absent	E
Experience of being part of a Safeguarding Team	D
Competencies	
Demonstrate a high level of competency in the use of IT applications e.g. Word, Excel	E

Ability to assess own contribution to the work of the UTC	E
Ability to obtain and verify information about learner's educational achievements and needs	E
Ability to manage behaviour in line with the UTC policy	E
Ability to help learners to transfer their learning to other parts of their lives.	E
Ability to provide a good role model to learners.	E
Ability to work in an effective partnership with college staff, parents/carers and other agencies.	E
Sound organisational and basic work skills including working to deadlines, record-keeping.	E
Empathy with young people facing barriers to their learning.	E
An understanding of and a genuine commitment to Equal Opportunities including contributing to diversity policies and programmes in relation to discriminatory behaviour.	E
Ability to operate safeguarding procedures to best effect	E