



ARCHBISHOP TENISON'S CE HIGH SCHOOL

JOB DESCRIPTION

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| Job Title: | Learning Support Assistant – (Level 1) |
| Hours: | 26 hours per week (term time plus staff development days) |
| Reports to: | Learning Support Manager |
| Role Purpose and Role Dimensions: | To work under the direct instruction of teaching/senior staff, usually in the classroom with the teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils and the classroom. In the main, support will be for pupils with statements of Special Educational Needs. |
| Commitment to Diversity: | As a member of the School Team to take individual and collective professional responsibility for championing the council's diversity agenda and proactively implementing initiatives which secure equality of access and outcomes. Also to commit to continually developing personal understanding of diversity. |
| Key External Contacts: | <ul style="list-style-type: none">• Parents under the direction of the Learning Support Manager• Outside agencies ie Speech and Language, Occupational Therapist |
| Key Internal Contacts: | <ul style="list-style-type: none">• Learning Support Manager• Special Educational Needs Curriculum Leader• Senior Learning Support Assistants• Learning Support Assistants• Teachers• Pupils |
| Other considerations | None |
| Key Accountabilities and Result Areas: | Key Elements: |

Support for Pupils

This will involve:

Core Duties

- Supervising and providing particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.
- Setting challenging and demanding expectations and promote self-esteem and independence.
- Providing feedback to pupils in relation to progress and achievement under guidance of the teacher.

Additional Duties

- Assisting with the development and implementation of Student Passports and Personal Care Programmes.
- Establishing constructive relationships with pupils and interacting with them according to individual needs.
- Promoting the inclusion and acceptance of all pupils.
- Encouraging pupils to interact with others and engage in activities led by the teacher.

Support for the Teacher

This will involve:

Core Duties

- Using strategies, in liaison with the teacher, to support pupils to achieve learning goals.
- Assisting with the planning of learning activities.
- Monitoring pupils' responses to learning activities and accurately record achievement/progress as directed.
- Providing detailed and regular feedback to teachers on pupils' achievement, progress, problems etc.
- Promoting good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encouraging pupils to take responsibility for their own behaviour.

Additional Duties

- Creating and maintaining a purposeful, orderly and supportive environment, in accordance with lesson plans and assisting with the display of pupils' work.
- Establishing constructive relationships with parents/carers.
- Administering routine tests, invigilating exams and undertaking routine marking of pupils' work.

Support for the Curriculum

This will involve:

Core Duties

- Undertaking structured and agreed learning activities/teaching programmes, adjusting activities according to pupil responses.
- Undertaking programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher.
- Supporting the use of ICT in learning activities and develop pupils' competence and independence in its use.

Additional Duties

- Preparing, maintaining and using equipment/resources required to meet the lesson plans/relevant learning activity and assisting pupils in their use.

Support for the School

This will involve:

Core Duties

- Participating in training and other learning activities and performance development as required.

Additional Duties

- Being aware of and complying with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Being aware of and supporting difference and ensuring all pupils have equal access to opportunities to learn and develop.
- Contributing to the overall ethos/work/aims of the school.
- Appreciating and supporting the role of other professionals.
- Attending and participating in relevant meetings as required.
- Assisting with the supervision of pupils out of lesson times, including before and after school and at lunchtime.
- Accompanying teaching staff and pupils on visits, trips and out of school activities as required and taking responsibility for a group under the supervision of the teacher.

Person Specification

- Job Title:** Learning Support Assistants – (Level 1)
- Essential knowledge:**
- Basic understanding of child development and learning.
- Essential skills and abilities:**
- Good numeracy/literacy skills.
 - Effective use of ICT to support learning.
 - Use of other equipment technology – video, photocopier.
 - Ability to self-evaluate learning needs and actively seek learning opportunities.
 - Ability to relate well to children and adults.
 - Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.
 - Ability to also work on own initiative
- Essential experience:**
- Working with, or caring for, children of secondary age.
- Special conditions:**
- Enhanced DBS check
 - Sympathetic to the ethos of a Christian school