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## Job Description

<b>Post Title:</b>	<b>Learning Support Assistant</b>
<b>Role:</b>	To help provide an effective, high quality, teaching and learning environment
<b>Salary:</b>	NJC 12-17     £14,492 - £16,217
<b>Responsible to:</b>	The Head of Education

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### DUTIES AND RESPONSIBILITIES

- To help support the delivery of a broad, balanced and effective curriculum, ensuring individual pupil achievement.
- To help develop and maintain a resource-based classroom where resources and equipment are accessible, with an orderly and well-maintained environment which stimulates, encourages and promotes learning.
- To maintain records of pupil achievement and progress and contribute to all agreed school reports and forms.
- To encourage all pupils to develop a sense of responsibility for themselves, other people and their environment.
- To work to implement equality of opportunity throughout the school.
- To foster liaison with parents and other interested parties.
- To foster own professional development by attending the appropriate courses and school based In-Service days.
- To keep abreast of developments in educational theory and practice.
- To attend staff meetings.
- To undertake any such other duties as may reasonably be required by the Head of Education.

### And for our young people:

- To ensure a basic right to safety and security.
- To maximise individual potential and provide opportunities for success.
- To provide care and education to the highest standard.
- To encourage emotional, intellectual, social and spiritual growth.
- To help to transform attitudes and behaviours which are dysfunctional or anti-social.
- To ensure a healing experience and provide a platform for recovery.
- To develop and encourage a sense of enjoyment, affection and shared community and organise activities that contribute to the 24-hour curriculum.

## **CONDITIONS OF SERVICE**

- Stakeholder pension scheme – 3% employer contribution.
- Sickness payments are made in accordance with the General Conditions of Service.
- The annual leave entitlement is 11 weeks inclusive of statutory, extra statutory and general national holidays plus 5 duvet days.
- The working week for full-time staff, will consist of 40 hours; Monday – Friday (8.30 am – 4.30 pm).

## **PERSON SPECIFICATION**

### **Essential**

- Have good communication skills.
- Be able to work with young people between 7-14 or 14-19 years in group or 1:1 situations.
- Be able to work positively as a member of a team and be reliable when working with young people and colleagues.
- Have patience, flexibility and resilience with an ability to be firm as well as sympathetic towards the needs of young people.
- Be able to understand and put into practice consistent and fair approaches to young people.
- Be able to show initiative and challenge and reframe situations positively.
- Be able to differentiate learning and teaching for young people with different levels of ability and previous school experience.
- Be a competent user of ICT and assist young people in using it appropriately.

### **Desirable**

- A particular skill or interest/expertise that would be useful in enhancing the learning of young people.
- Qualifications in working with a young person in an education/care setting.
- First Aid certificate.
- Hold a full driving licence.