

## **Job Description**

**Post:** Learning Support Assistant  
**Responsible to:** Head of Centre  
**Job purpose:** To work as part of the Develop support team in supporting students including those with learning difficulties and providing classroom support to Tutors

### **Main Duties and Responsibilities**

In relation to the Individual student:

1. To develop an understanding of the special educational needs of the student/s concerned.
2. To take into account the student/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.
3. To build and maintain successful relationships with student, treat them consistently, with respect and consideration.
4. To help promote independent learning.
5. To help reinforce learning.
6. To assist students with physical needs.
7. To help students record work in an appropriate way.
8. To develop study and organisational skills.
9. To help keep the students on task and to build motivation.
10. To model good practice.
11. To help build the student/s' confidence and enhance self-esteem.
12. To assist with career events within schools or other establishments as appropriate.
13. To undertake general office duties, including faxing, photocopying and filing as required.
14. To be prepared to undertake reception duties at our Training Centre, greeting visitors and making refreshments.
15. To undertake any ad hoc tasks as required, and to be flexible in covering the work of other team members as and when necessary.

**In relation to the Tutor:**

1. To have formal and informal meetings with teachers to contribute to planning lessons / activities.
2. To prepare materials and resources.
3. To prepare students beforehand for a task.
4. To work on differentiated activities with identified groups.
5. To support the teacher in implementing specific teaching programmes.
6. To contribute towards delivery and resource development for functional skills in English, Maths and ICT
7. To supervise practical tasks.
8. To carry out structured classroom assessment/ observation and feedback.
9. To be involved in keeping records and evaluating identified students' progress.

**In relation to the Training Provider**

1. To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
2. To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
3. To identify personal training needs and to attend appropriate internal and external in-service training.
4. Any other tasks as directed by the Training Director, which fall within the scope of the post.

**Supervision arrangements**

1. Termly formal review of performance with the Tutor
2. Regular meetings for team as required
3. Observation of classroom support work by Head of Centre initially twice yearly.

**PERSON SPECIFICATION FOR LEARNING SUPPORT ASSISTANT**

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification and training	Minimum of C grade GCSE's in English and maths	Evidence of qualifications in this area.  Education to A level or its equivalent and beyond.
Experience	Evidence of having worked with children/young people in some capacity.	Relevant work experience in a similar environment.  Experience of working with children with SEN, preferably in the 14-18 age group.  Experience of organising work experience for students.
Qualities, skills, knowledge and abilities.	A positive interest in working with children.  Ability to get the best out of children.  Adaptability.  Able to work on own and as part of a team.  Ability to build good working relationships with a range of colleagues.  A clear communicator.  Ability to work calmly and with patience.	Excellent IT skills (knowledge of Adobe, MS office and Gmail will be beneficial)