Job Profile: Learning Support Assistant

Purpose: To serve the mission of St John Bosco College by providing high quality support to students with additional needs. To actively work under the direction of teaching staff to support student achievement both in and out of the main classroom. To provide pastoral care and spiritual growth opportunities to all students.

Salary: £17,296.23 per annum [Grade 2 Scale Point 4]

Responsible to:

SENCO or ASD Base Lead

Person Specification:

- Committed to supporting the distinctive nature of a Catholic school and promoting the educational principles of St. John Bosco
- Relevant professional experience and/ or qualifications
- Good levels of literacy and numeracy
- Competence with ICT packages generally used in the classroom
- Recent and relevant professional development
- Willingness to further develop professional skill
- Ability to enthuse, inspire and develop students under the Catholic ethos
- Ability to challenge, motivate and empower students
- Ability to recognise the needs of students and raise standards
- Ability to manage resources efficiently
- Genuine enjoyment of working with young people
- Commitment to inclusion for all
- Excellent communication, interpersonal and organisational skills
- Committed and working constructively as part of a team, understanding classroom roles and responsibilities and your own position within these
- Committed to supporting and promoting the extra-curricular life of the school
- Boundless enthusiasm and a positive outlook
- Capacity to work very hard under pressure and to meet all deadlines set
- Personal integrity and the drive to do what is best for the students
- Committed to ensuring that St John Bosco College becomes the best school in the country

Main responsibilities and duties

Support for Students

- Use specialist (curricular/ learning) skills/ training/ experience to support students
- Establish productive working relationships with students, acting as a role model and setting high expectations
- Promote the inclusion and acceptance of all students within the classroom
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Assist students who have physical difficulties in their mobility around the school and in ensuring equipment is available eg. accompany student leaving class early, ensure books are available for each class, supervise alternative activities where necessary
- Assist students with eating, dressing and hygiene, as required, whilst encouraging independence
- Provide feedback to students in relation to progress and achievement

Support for SENCO/ASD Base Lead

- Work with the teacher to establish an appropriate learning environment
- Work with the teacher in lesson planning, evaluating and adjusting lessons/ work plans as appropriate
- Monitor and evaluate students' responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives
- Provide objective and accurate feedback and reports as required, to the SENCo/ ASD Base Lead on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Be responsible for keeping and updating records as agreed with the SENCo/ ASD Base Lead, contributing to reviews of systems/ records as requested
- Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- Liaise sensitively and effectively with parents/ carers as agreed with the SENCo/ ASD Base Lead within your role/ responsibility and participate in feedback sessions/ meetings with parents, or as directed
- Administer and assess routine tests and invigilate exams/ tests
- Provide general clerical/ admin support eg. photocopying, typing, filing, produce worksheets for agreed activities etc.

Support for the Curriculum

- Implement agreed learning activities/ teaching programmes, adjusting activities according to student responses/ needs

- Implement literacy and numeracy programmes and make effective use of opportunities provided by other learning activities to support the development of literacy and numeracy skills
- Support the use of ICT in learning activities and develop students' competence and independence in its use
- Help students to access learning activities through specialist support
- Determine the need for, prepare and maintain general and specialist equipment resources

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and GDPR, reporting all concerns to an appropriate person
- Be aware of confidential issues linked to home/ student/ teacher/ school/ work and to keep confidences as appropriate
- Be aware of and support diversity and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/ work/ aims of the school
- Deal with or report, to the nearest member of the teaching staff, incidents which are seen or reported regarding students' welfare
- Appreciate and support the role of other professionals
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the SENCo/ ASD Base Lead, to support achievement and progress of students
- Attend and participate in regular meetings, supervision and performance management
- Recognise own strengths and areas of expertise and use these to advise and support others
- Undertake planned supervision of students out of school hours
- Supervise students on visits, trips and out of school activities as required

Continuing Professional Development

- Take responsibility for personal professional development in conjunction with the line manager, keep up-to-date with research and developments related to school efficiency which may lead to improvements in the day-to-day running of the school;
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

Safeguarding

- Be fully aware of and understand the duties and responsibilities arising the school's Child Protection Policy
- Ensure that your line manager is made aware and kept fully informed of any concerns which you may have in relation to safeguarding and/ or child protection.

Other

- Carry out any other duties at the direction of the Headteacher or as laid out in St. John Bosco documentation.