

JOB DESCRIPTION

Post: Learning support assistant (Key worker evening)

1. **RELATIONSHIPS: As the post holder you will: -**

- Take the lead in ensuring the safety, welfare and academic wellbeing of the student(s) you support
- be responsible to the SENCo and work in co-operation with other teachers and support staff:
- Make and maintain productive, professional relationships with all members of Academy staff.
- Be the key relationships provider and home link for 1-1 student in the Evening during boarding time.
- Working with the house parent and head of boarding to provide the best outcomes for the key student.

2. **YOUR GENERAL DUTIES INCLUDE:**

- providing personalised support for students with special educational needs
- providing support that enables students to access the curriculum and make good progress
- Supporting the Academy in its overall responsibility for the health and welfare of the students in its care.
- Supporting the behaviour, social and academic progress of 1-1 student in the evening
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3. **SPECIFIC TASKS RELATING TO THE DUTIES ABOVE:**

Supporting students with SEN:

In order to achieve this aim you will be expected to:

- develop knowledge of a range of learning support needs and an understanding of the specific needs of the students being supported
- develop methods of promoting and reinforcing students' self-esteem
- take into account the support required, to help students to learn as effectively as possible, both in and out of class
- support students to reflect on their own learning
- establish a supportive relationship with individual students
- adapt and customise curriculum resources as appropriate
- work closely with classroom teachers to support planning.

Meeting students' additional needs:

Here you will be expected to:

- support the learning and emotional well-being of SEN students
- contribute to the management of SEN students' behaviour

- provide regular feedback about the students to the subject teachers and the SENCo
- support SEN students in accessing the extended curriculum where appropriate
- assist the SENCo (and other professionals as appropriate) in the development of a suitable programme of support and personalised targets for students:
- participate in the evaluation of the support programme:
- liaise with the SENCo to support the emotional and social well-being of key students through individual mentoring

Providing pastoral support:

To do this you will need to:

- safeguard the welfare of SEN students
- support the transfer and transition of SEN students
- support designated students through academic mentoring in line with the Academy's Mentoring programme

Supporting the wider work of the academy:

- to be aware of academy procedures:
- to be aware of confidentiality issues and to keep confidences appropriately:
- to support teachers in the administration of examinations and Controlled Assessments
- when required, to act as a reader and/or scribe for students completing assessments or examinations

Working with colleagues:

- to support and maintain collaborative, productive working relationships with Academy staff and professionals from external agencies
- to contribute to and support the work of the Learning Support team and attend weekly Learning Support meetings
- to contribute to reviews of students' progress as appropriate; liaising with students, their parents/carers, teachers and practitioners from external agencies where appropriate
- to attend relevant in-service training.
- to take responsibility in developing your own continuing professional development

4. REVIEW:

The post holder may be asked to carry out other tasks, as directed by the Headteacher, which fall within the parameters of this post. In addition, it is not intended that this job description defines in detail all the duties and responsibilities of the post and it may be reviewed at the request of the post-holder or the Headteacher and amended upon the agreement of both.

PERSON SPECIFICATION – Learning Support Assistant and Key Worker

Factors	Essential	Desirable	How identified
Qualifications	<ul style="list-style-type: none"> GCSE English and Maths, grade C or equivalent A commitment to undertaking whatever qualifications are required to carry out the role effectively 	<ul style="list-style-type: none"> Evidence of relevant professional development 	Application form Verification and demonstration of knowledge at interview
Professional Experience/ Knowledge and Skills	<ul style="list-style-type: none"> A caring practitioner High expectations of students Ability to prioritise and manage a varied workload Good administration skills to maintain up to date files and records Competent in Microsoft Office Reliable and committed 	<ul style="list-style-type: none"> Belief in the value of boarding education Experience of working with colleagues from other schools and support services Knowledge of literacy needs and intervention programmes Evidence of continuing professional development Knowledge and understanding of the effective use of data to monitor and improve outcomes for all students Experience of working with children with literacy difficulties 	Application form Selection procedure Interview questions Performance in selection methods Interview by demonstration of ability to display knowledge and skills References
Personal Qualities	<ul style="list-style-type: none"> Able to motivate, influence and inspire others Sense of humour Proactive self-starter who enjoys working under own initiative Good communication skills 		Application form Selection procedure References Interview Performance in related selection exercises

	<ul style="list-style-type: none"> • Flexible approach • Ability to relate to students and adults at all levels • Approachable, sensitive with excellent interpersonal skills • Ability to meet deadlines and to work under pressure • Attentive to detail • The ability to understand confidentiality 		
Commitment	<ul style="list-style-type: none"> • Commitment to promoting the raising of standards • Commitment to school and its links with the wider community • Commitment to equality of opportunity and inclusion • Willingness to contribute to extra-curricular activities • An ability to keep a healthy work/life balance 		Application form Selection procedure References Interview Performance in related selection exercises

