

JOB DESCRIPTION

JOB TITLE:	Learning Support Assistant
RESPONSIBLE TO:	Relevant Manager

MAIN FUNCTIONS

The post holder will be required to provide support for student's learning, including supporting delivery of relevant academic and vocational learning activities, within the context of students with SEND. This will include support for accessing learning and for using resources to support learning, support for assessment, and support for the production of relevant resources and management of displays. The post holder will be required to support the pastoral and safeguarding of students, through supervision routines, including recording and reporting of relevant information.

MAIN DUTIES AND RESPONSIBILITIES

Support for Learning

1. Provision of support for students within learning, including support for learning on a 1:1 or small group basis. This support will include enabling students to access learning resources, engage in activities and for differentiation of learning.
2. Support for students in preparing for vocational learning activities, including outdoor learning activities within a horticultural context
3. Support for students in engagement in learning
4. Support for assessment of student outcomes
5. Wider pastoral support for students within a learning context

General Supervision

1. Providing general and specific supervision for students in line with their assessed needs, which may include 1:1 support for a student
2. Ensuring the safeguarding supervision needs of students are met
3. Maximising opportunities to support students personal and social development, including communication skills, during unstructured supervision
4. General awareness of well-being and safeguarding needs of students, ensuring any concerns are promptly reported and recorded in line with Harington expectations
5. Following routines and expectations and supporting students in doing the same.

Wider support for learning

1. Providing support, as required for the development of resources to support student learning
2. Providing support for assessment and recording of student outcomes in line with their learning aims
3. Providing support for development of visual aids, including displays to support and reinforce student learning and expectations
4. Providing support for students on external activities, including work-experience, where this is required..

General Administrative Duties

1. Recording and reporting well-being concerns in line with Harington expectations
2. Preparation of health and safety equipment, as required
3. Recording student attendance or behaviour, or medical needs
4. Support for preparation and photocopying of resources

5. Carrying out any other tasks that may be required commensurate with the grade.

The post holder is required to familiarise themselves with all policies and procedures and to comply with them at all times.

This post involves working closely with young people and vulnerable adults therefore appointment will be subject to an Enhanced DBS Disclosure with Barred List checks.

Grade: Hours 33.25 hours per week, term time only. Grade 1/ 2 (pro-rata)

LEARNING SUPPORT ASSISTANT PERSON SPECIFICATION		
Requirements	Essential/ Desirable	Assessment Method
Qualifications and Training		
<ul style="list-style-type: none"> • Maths and English Qualification equivalent to level 4 • Relevant qualification in supporting children and young people • Training in areas linked to supervision of children and young people • Teaching assistant or other student support qualification • Experience in supporting students, including students within SEND, within either a personal, voluntary or employment capacity 	D D D D E	AF/I AF/I AF/I AF/I AF/I
Knowledge and Experience		
<ul style="list-style-type: none"> • Basic knowledge and understanding of children and young people with SEND • Basic knowledge of education • Experience in supporting or working with students with SEND • Experience in Teaching Assistant/ Learning Support capacity • Experience in supporting student learning • Experience in supporting young adults • Experience in supporting students within a vocational context • Knowledge of different strategies to support students with communication difficulties 	E E D D D D D D	AF/I AF/I AF/I AF/I AF/I AF/I AF/I
Skills and abilities		
<ul style="list-style-type: none"> • Ability to establish rapport with students with learning difficulties and/or disabilities • Effective in supporting learning • Have good interpersonal and verbal communication skills • Good written communication and report writing skills • Good ICT skills. • Ability to work as an effective member of a team, with appropriate supervision, demonstrating self-motivation. 	E D E E D E	AF/I AF/I AF/I AF/I AF/I AF/I
Other		
<ul style="list-style-type: none"> • Strong commitment to equality and diversity and ability to promote this in all aspects of work. • Commitment to ensuring the safeguarding and wellbeing of children and vulnerable adults, taking account of the remit of this role • DBS Enhanced • Professional and confidential. • Commitment to following Harington Policies 	E E E E E	I I AF/I I AF/I

Assessment Method Key: AF = Application Form, C = Certificate, I = Interview