

Ernest Bevin College
Job Description

Title: Learning Support Assistant	Salary Scale : Scale 1c – Scp2 £18,484 36 hours, Term Time Only (39 weeks)
Supported by and reporting to: SENCO / Learning Support Manager	Assisted By:

Personal and Professional Conduct	<ul style="list-style-type: none"> • Treat pupils with dignity, build relationships rooted in mutual respect, and at all times observe proper boundaries appropriate to a professional position. • Have regard to the need to safeguard pupils' well-being, in accordance with statutory provisions – in terms of own conduct and taking responsibility to raise any concerns according to college policy. To attend training as required. • Show tolerance of and respect for the rights of others. • Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs. • Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law. • Have a proper and professional regard for the ethos, policies and practice of the college, and maintain high standards in their own presentation, attendance and punctuality.
Strategic Planning	<ul style="list-style-type: none"> • Assist in the planning of curricula as required.
Teaching and Learning	<ul style="list-style-type: none"> • Support pupils working in classrooms, in partnership with the class teacher and the SENCO. This will include supporting pupils with special educational needs, both with and without statements. • Plan, deliver and evaluate teaching and learning activities under the direction of a teacher. • Support teaching and learning in all areas of the curriculum – this includes break time and lunchtimes (e.g. read and understand planning, communicate feedback with the teacher, have a clear understanding of pupil's targets and levels, have a good subject knowledge to support learning; ALWAYS be a positive role model). • Run intervention sessions – for example to improve literacy or numeracy • Prepare and maintain the learning environment (e.g. preparing resources to help increase engagement). • Keep records of pupil progress. • Meet with parents / carers and report on progress, establish a good working relationship with families. Maintain records of meetings as directed. • Make use of and update learner profiles. • Assist teachers with advice and about specific pupil needs. • Accompany teaching staff and pupils on visits and out of school activities as required. • Record and act upon any concerns about behaviour or progress. • Attend line management and other meetings as required. • Assist in the supervision of social interventions – such as lunch club. • Provide basic clerical and administrative support e.g. photocopying, typing, filing, collecting money etc.

This role and responsibility will be reviewed on an annual basis and tasks may be added or removed depending on the needs of the College and in response to National demands after consultation with the post holder.