



Job Description

Learning Support Assistant

Carshalton Boys Sports College | Human Resources | Confidential

SECTION 1 — JOB DESCRIPTION

Post Overview

| Detail | Information |
|--------------|---|
| Job Title | Learning Support Assistant |
| Grade/Scale | APT&C Scale 1c/3, Point 3-6 £24,702-£25,768 |
| Reporting To | SEND Co-ordinator |
| Hours | 36 Hours, Term Time +1 worked between 8am-16.00pm with a 45 minute break |
| Core Purpose | To support students with Special Educational Needs, disabilities and Social, Emotional and Mental Health (SEMH) needs, whilst contributing to the development of the Learning Support Department. |

Key Duties

- Supporting access to learning for students (in class or 1:1 situations) under the direct supervision of the class teacher and/or SENDCo in order to maximise achievement.
- Providing general support in classroom management, including students' learning and behaviour.
- To help build the student's confidence and enhance self-esteem.
- To monitor the social, emotional and physical wellbeing of the student.
- Contributing to the overall ethos, work and aims of the school.



MAIN (CORE) DUTIES

Teaching & Learning

- Provide structured support for learning in accordance with SOWs/lesson plans
- To support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Actively monitor and support the learning and progress of SEN students in the class
- Support the development and implementation of targets for individuals/groups of students
- Assist in promoting positive pupil behaviour
- Use ICT skills to advance pupils' learning.
- Undertake any other relevant duties given by the class teacher

Planning

- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

Working with colleagues and other relevant professionals

- Monitor and keep accurate records of support for feedback
- Communicate effectively with other staff members and pupils under the direction of the SENCo
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

Staff Development / CPD

- Take part in the school's staff development programme by participating in arrangements for further training and professional development.
- Continue personal development in the relevant areas including subject
- Engage actively in the Performance Management Review process.
- Work as a member of the school community to contribute positively to effective working relations within the school.

Management Information

- Maintain appropriate records and provide relevant, accurate and up-to-date information for MIS, registers, etc.
- Complete the relevant documentation to assist in the tracking of students.

Communications

- Where appropriate, communicate effectively with the parents of students as appropriate.
- Where appropriate, communicate and co-operate with persons or bodies outside the school.
- Follow agreed policies for communications in the school.

Marketing and Liaison

- Represent the department and school at events including Open Evenings, Parent Evenings and liaison events with other schools.



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Winchcombe Road, Carshalton, Surrey SM5 1RW

- Cultivate and maintain professional links with external agencies to enhance subject delivery.
- To assist with students on educational visits and participate in extra-curricular activities as required.
- Invigilate school and public examinations and tests as required.

Professional Duties & Compliance

- Champion the school's We Believe principles and set a positive professional example for staff and students.
- Ensure that all students are protected from harm and that any concerns regarding a student's safety or well-being are reported immediately in accordance with the school's Safeguarding and Child Protection policy.
- Adhere to safety policies and conduct risk assessments as required.
- Commit to ongoing personal and professional development.
- Operate within Equality and Diversity guidelines.
- Comply with school's policies which are regularly updated and are available on Google Drive shared area.

Additional Information

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. You may be required carrying out additional duties, as the Principal may reasonably request from time to time.

Staff have a high degree of responsibility for the safety and wellbeing of children and young people.

Staff will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Staff are expected to maintain a courteous, welcoming environment for colleagues and visitors alike.

The school is committed to making reasonable adjustments to support disabled applicants and employees.

This job description is subject to review based on the school's needs and may be amended following consultation to reflect changes in the role.

Signed:

Print Name:

Date:



SECTION 2 — PERSON SPECIFICATION

Learning Support Assistant

| | Essential | Desirable |
|---|-----------|-----------|
| Qualifications and Training | | |
| At least five GCSE's or equivalent and must include a C/5 grade in Maths & English | X | |
| Desire to work towards a qualification in Learning support or Teaching Assistant or Supporting Teaching and Learning qualification | | X |
| Experience and Knowledge | | |
| Experience of working with pupils (11-18) supporting them in an educational environment | X | |
| Knowledge of the principles of child development, learning processes and barriers to learning. | X | |
| Skills and Abilities | | |
| Excellent interpersonal and teamwork skills | X | |
| Excellent communication skills and able to deal with a variety of people sensitively, empathetically and, when necessary, assertively | X | |
| Develop and maintain positive working relationships with colleagues, and managers. | X | |
| Demonstrate the ability to work as part of a team under the direction of the SENDCo | X | |
| Self-motivated and ability to use initiative | X | |
| Ability to establish positive expectations of pupil behaviour. | X | |
| Personal | | |
| A diplomatic and patient approach. | X | |
| Able to appropriately deal with confidential information/situations | X | |
| Efficient and meticulous in organisation. | X | |
| Awareness of sensitivity and confidentiality issues and the commitment to deal | X | |
| Other | | |
| Commitment to working within CBSC Safeguarding Policy & Procedures | X | |
| Commitment to high standards and expectations | X | |
| High levels of Professional integrity energy and enthusiasm | X | |