



Job Title: Learning Support Assistant	Scale: SCP 5 Fixed
Department: Support staff	
Reports to: Assistant Headteacher	

Position Overview

To support and promote the development and learning of children with a variety of academic, physical, emotional, behavioural and social needs.

To assist teachers in providing a learning environment that enables all children to access the curriculum and learn to the best of their ability whilst supporting the aims of the school outlined in the school/learning teams philosophy statement.

Essential Job Functions

- Support students access the curriculum, help learning in particular lessons or small group sessions
- Provide support as indicated by student net e.g. language assistance/ready support
- Work with individuals or groups of children, as directed by class teacher and/or SENCO, to support learning across the whole curriculum (this may include the supervision of a classroom for periods of time)
- Establish supportive, caring and secure relationships with the students promoting respect, self-esteem and a positive ethos
- Develop your own knowledge and understanding of specific academic, physical and emotional/social/behavioural needs of individuals and groups of children and respond to them effectively
- Support class teachers to design, create and produce learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support children in using them
- Contribute to monitoring and recording students' progress, provide effective feedback and safeguarding concerns, maintaining records and providing relevant feedback to teachers
- Liaise with outside agencies, where appropriate, in respect of individual children
- To assist with general school duties which may include setting up classrooms, preparing resources and displays, tidying and clearing away, supervision of children during break times and supervision of children entering and leaving school premises
- Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information
- To undertake any other such duties deemed appropriate for this, or similar pay grade

Requirements

	Essential	Desirable
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THIS ORGANISATION IS COMMITTED TO SAFEGUARDING AND PROMOTING THE WELFARE OF CHILDREN AND YOUNG PEOPLE AND EXPECTS ALL STAFF AND VOLUNTEERS TO SHARE THIS COMMITMENT THROUGH THEIR BEHAVIOUR AND PRACTICE.

ALL STAFF MUST AGREE TO ABIDE BY THE CONTENT OF THE STAFF HANDBOOK/CODE OF CONDUCT AND BY ACCEPTING A POSITION WITH POOLE HIGH SCHOOL CONFIRM THAT THEY HAVE READ THIS DOCUMENT.

Qualifications	A-C GCSE Maths & English	
Experience		<p>Previous experience of working with AEN students</p> <p>Previous experience of working with young people</p> <p>Previous experience of working within a school</p>
IT Skills	Proven skills in the use of office packages to include: word, and outlook.	Knowledge of SIMs
Skills	Excellent communication and interpersonal skills	
	Ability to work independently, demonstrating initiative.	
	Ability to reconcile priorities, work to tight deadlines and problem solve.	
	Ability to communicate effectively with all staff students and parents.	
	Excellent organisation, time management, communication and interpersonal skills.	
Personal Qualities	<p>Reliable and punctual</p> <p>Enthusiasm and drive</p> <p>Remain calm under pressure</p> <p>Flexibility and adaptability</p> <p>Sense of humour</p>	
Safeguarding	Enhanced DBS check	

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