



JOB DESCRIPTION

JOB TITLE:	Learning Support Assistant (Bank Staff)
RESPONSIBLE TO:	Tutor
GRADE:	Level 2 Salary Range - PT 13-15
HOURS:	Occasional hours when required

JOB PURPOSE

- **To work under guidance/instruction of class tutor in supporting students to access learning**
- **To raise standards of achievement for students in the class**
- **To enable students to become more independent learners**

Duties of Role

- To assist with the planning, development and implementation of student education/behaviour/personal care plans ensuring that the college's health, safety and behaviour policies are maintained.
- To supervise and support students in the learning environment, promoting independence, inclusion, acceptance and equity of access to learning opportunities for all students.

- To assist students within the class, small groups or individually in the completion and adjustment of a range of learning, care and support activities to meet the requirements of the students and the curriculum.
- To support teaching staff and students on visits/trips as required and take responsibility for a group of students under the supervision of the teacher.
- Deal promptly with conflict using a range of communication techniques, encouraging students to take responsibility for their own behaviour and promoting independence.
- To monitor, feedback, record and report on student progress including feedback to students and participate in completion of student profiles, records of attainment etc.
- To assist with supervision of student activities.
- To liaise with student families as required.

Supporting Students in the Learning Environment

Assist in the planning, development and implementation of individual plans and curriculum targets for students and in the planning and evaluating of learning activities to meet the needs of students and requirements of the curriculum.

Administer routine tests and undertake routine marking of students' work.

Preparing and Maintaining the Classroom Environment and Resources

Create and maintain a purposeful, orderly and supportive environment in accordance with lesson plans working with the subject teacher/instructor.

Preparing and maintaining general equipment and resources required to deliver lesson plans/learning activities.

To monitor resource levels and provide simple information.

Dealing with behaviour issues

Use awareness of behaviour management and communication strategies as necessary to actively diffuse/deal with disruption of student learning

Where required and suitably trained use appropriate physical intervention techniques in accordance with policy and procedure

Providing Personal and Welfare Care

Provide pastoral and behavioural support when appropriate and assist in the supervision of students to ensure the college's health and safety procedures are maintained

Carry out any medical procedures in accordance with protocols including administration of medicines, physiotherapy

Care for a sick or injured child, accompanying them to hospital and remaining with them until a parent/carer arrives to ensure continuity of care

To provide First Aid as and when required, after undertaking necessary training

May be required to assist with mobility equipment eg hoists, wheelchairs

Provide Clerical and other Support

Provide general clerical and other support to meet curriculum delivery requirements

Administer and assess routine tests and undertake marking of students' work to meet curriculum requirements

Support students during tests/exams

Support for the College:

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
- Establish and maintain effective working relationships with professional colleagues and parents.
- Participate as required in meetings with professional colleagues and parents in respect of duties and responsibilities of the post.
- Be aware of the need to take responsibility for own professional development and to participate in the Appraisal procedures of the school.
- All staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties including duties normally allocated to posts at a lower responsibility level, in pursuance of raising pupil achievement and effective team working.
- This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.

Signed.....Post holder

Date.....

Signed..... Head of School

Date.....