



## **Job Description** **Specialist Learning Support Assistant- Literacy**

- Place of Work:** West Heath School, Sevenoaks, TN13 1SR
- Hours of Work:** Term Time (39 Weeks Per Year)  
8.30am-3.30pm, Monday to Friday 32.5 hrs per week
- Accountable to:** Head of English and Literacy Lead  
Ultimately Head of Curriculum
- Direct Reports:** None

### **Main Purpose of the role:**

#### **Within the classroom:**

- Supporting teaching staff in lessons.
- Work collaboratively with teachers, helping to provide resources where required.
- Working 1:1 with students in the classroom.
- Cover English lessons when required for absent staff.
- Be proactive within the department.

#### **Within numeracy intervention:**

- Provide additional literacy support to help students catch up.
- Work 1:1 with students who are not ready to work within the classroom
- Work with academically more able students to build enthusiasm for the subject.
- Plan and prepare resources.
- Maintain regular records of students' progress and provide this information for annual reviews.
- Build rapport with your designated students in order they are comfortable to work and progress in English/ Literacy.

### **Health and Safety**

- Working safely and hygienically at all times within Health and Safety Guidelines and Policies.

### **Partnership Working:**

- Sustain and develop positive working partnerships with all areas of the Faculty and School
- Implement/monitor and contribute to joint initiatives as required



- To create and develop links between the department and wider school community
- Celebrate and share success with students, colleagues and parents/carers

### **Equality and Diversity:**

- To promote equality and reduce discrimination of the protected characteristics within the school on both a student and staff level.
- Promote British values
- Support people to appropriately express their individuality and uniqueness in all areas of life

### **General:**

The Specialist Learning Supporting Assistant (SLSA) is a vital role within the team. The role is as diverse as it is challenging, an ability to “think on your toes” and have a positive “can do” attitude is essential. A good sense of humour and a striving to support our wonderful students.

- To act as an ambassador for West Heath School representing the school where necessary.
- To undertake ongoing continued professional development.
- To uphold the values and ethos of the school.
- To undertake such duties and responsibilities reasonably consistent with the role as may be required from time to time by the Teacher & Head of Faculty.
- Follow West Heath School Policy and Procedures, paying particular attention to Safeguarding, Confidentiality & Health and Safety.
- To attend regular supervision sessions with Line Manager.
- Attend team meetings as required.
- Undertake any relevant training as identified.

### **Qualifications and experience required for this role:**

See - Person Specification

*This role profile is not exhaustive; it will be subject to periodic review and may be amended to meet the changing needs of the business. The post holder will be expected to participate in this process and we would aim to reach agreement to the changes*

## PERSON SPECIFICATION- Specialist Learning Support Assistant- Literacy

Requirement	Essential	Desirable	Testing Method
Qualifications	-English Language and Literature grade 5 or grade C or equivalent - Strong understanding of Standard English/ grammar.	NVQ 3 Supporting Teaching & Learning or Equivalent	Certificate
Experience	-Experience of working in school	Worked in a SEN school	Application form Interview
Knowledge and skills	-Working under pressure and meeting deadlines -Managing crisis		Application form  Interview questions Taster day/lesson
Competence	-Organised and driven -Ability to work under pressure and prioritise workload -Able to work positively within teams		Interview questions  Taster day/lesson
Personal Qualities	-High degree of personal integrity with a commitment to confidentiality -Approachable and aware of self and others -Ability to challenge and influence -Pro-active -A strong interest and commitment to continuous personal learning and development		Interview questions  Taster day/lesson

### Note:

This Job Description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify reconsideration of the salary for the post.

***West Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***