

## TONBRIDGE GRAMMAR SCHOOL JOB PROFILE

Job Title:	Learning Support Assistant
Job Holder:	TBC
Line Managed By:	SENCO
Date:	September 2023
Pay and Conditions:	<p>Salary range: TGS Support Scale 11, currently £20,532 fte</p> <p>Full-time/Part-time to be confirmed</p> <p>8.30-4.00pm</p> <p>Term-time (39 weeks including Academy Days)</p> <p>Fixed Term 1 year</p>
<b>Job Purpose</b> <ul style="list-style-type: none"> <li>To support students with a diverse range of needs to access the curriculum, overcome barriers to learning and promote student progress.</li> <li>To work together with class teachers, the SEN Team, other support staff and independently to ensure that pupils acquire the skills they need to be included within the life of the school.</li> <li>To promote high expectations, high self-esteem and high levels of achievement within a culture of Inclusion, Equality and Diversity.</li> </ul>	
<b>Key areas of impact:</b> <ul style="list-style-type: none"> <li>To provide support across a range of subject areas, enabling students to access the curriculum and make excellent progress.</li> <li>To take a proactive approach towards supporting students, including liaising regularly with classroom teachers to ensure support is planned, monitored and reviewed.</li> <li>To create personalised, differentiated resources for individual students.</li> <li>To work towards specified targets for identified individuals on the SEN register.</li> <li>To plan and deliver personalised intervention and resources to support within lessons, including keeping records of progress towards targets.</li> <li>To promote the self-esteem of students and especially to actively promote positive views of disability.</li> <li>To support the wellbeing needs of students by delivering support during break and lunchtime and immediately before and after school where required.</li> <li>To support assessments, both formal and informal through examination access arrangements.</li> <li>Contribute to meetings with parents and carers by providing feedback on student progress, attainment and barriers to learning, as directed by the SENCO.</li> </ul>	
<b>Additional Tasks:</b> <ul style="list-style-type: none"> <li>To play a full part in the life of the school community to support school ethos and to encourage students to follow this example</li> <li>To actively promote school policy</li> <li>To ensure personal appearance is consistently smart and professional</li> <li>To engage fully in staff review and development processes</li> <li>To demonstrate active commitment to CPD as agreed with the Line Manager</li> </ul>	

**Knowledge & Skills:**

- Knowledge and personal experience of the School's curriculum (E)
- Safeguarding requirement for working with children (E)
- Detailed knowledge of all school policy (E)
- Good literacy and numeracy skills (E)
- Good communication and interpersonal skills (E)
- Self-confident in dealing with you people (E)
- Good behaviour management skills (E)
- Good time management (E)
- Good organisational skills (E)
- Good ICT skills (E)
- First Aid training (D) – training will be provided where necessary
- The Data Protection Act and its implications for safe handling of school data

**Experience** (E = essential D = desirable)

- Experience of working with young people (E)
- Previous work in education (D)

**Personal Qualities:**

- Ability to support students in all areas of the curriculum (E)
- Ability to work independently (E)
- Ability to use initiative and to motivate (E)
- Creative approach to problem solving (E)
- Self-confidence (E)
- Ability and willingness to be flexible (E)
- Willingness to work as member of a team (E)
- Commitment to high standards (E)
- Understanding the importance of confidentiality (E)
- Commitment to the aims of Equal Opportunities (E)

**Additional Notes**

Whilst every effort has been made to outline the main responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from a line manager to undertake work of a similar level that is not specified in this job profile.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job profile is current at the date shown but in consultation with you may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed by Post holder.....

Signed by Head Teacher.....