Goldwyn School

**Job Description - Learning Support Assistant Post 16 Students**

**Job Title:**  Learning Support Assistant

**Employed For:** 32.5 hours per week term time only plus staff development days

**Hours of Work:** Please note that a level of flexibility is required for this post depending on start/finish times of the courses our students will access at their mainstream college

**Employed at:** Goldwyn School. The postholder will be required to support Goldwyn Students based in Mainstream College Ashford/Folkestone/Dover

**Responsible To:** Director of Inclusion /Vice Principal/Principal

**Purpose:** To work supporting teaching, learning and behaviour and emotional support, providing general and specific specialist support to students in mainstream college

Driving is essential

**Key Duties and Responsibilities:**

1. Support students in social and emotional well-being, offering strategies to the EKC staff to work effectively with the students. Implementing agreed behaviour management programmes to ensure students’ wellbeing, health, safety and learning needs are met.
2. Support learning activities for specific individuals and groups of students liaising effectively with EKC staff to differentiate and adapt learning programmes to suit the needs of students.
3. Record and report on development, progress and attainment as agreed with the Director of Inclusion

4. Monitor and record student responses and learning achievements, drawing any problems which cannot be resolved to the attention of the Director of Inclusion.

1. Plan and evaluate specialist learning activities with the Director of inclusion, writing reports and records as required.
2. Select and adapt appropriate resources/methods to facilitate agreed learning activities.
3. Establish and maintain relationships with families, carers and other professionals as appropriate.
4. Escort and supervise students on educational and out of school activities.
5. Supervise individuals and groups of students throughout the day, including supervision in the classroom, hub and around the college site, as required.
6. Work with students on personal, social and emotional development so they are fully equipped to access their chosen curriculum.
7. Attend relevant staff meetings as required.
8. To collaborate with EKC staff ensuring effective communication with the school.
9. Comply with policies, procedures and undertake relevant training relating to child protection, health, safety & security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Health & Safety**

* To be ever mindful of the dangers that threaten the wellbeing of students and staff alike
* To supervise the use and care of the learning environment.

**Performance Development:**

* All staff must complete a satisfactory Performance Review in accordance with the Pay Policy to ensure pay progression

**Staff Development:**

* To assess development and training needs and discuss with line manager.
* To set your own targets before any development activity (linked to the relevant standards). To review and evaluate the activity after completion, cascading information to the appropriate team when relevant.
* To keep personal records of all staff development activities in which you are/have been involved.

To carry out as requested from time to time any other relevant duties as may be reasonably required by the Principal.

This job description is provided to assist the job holder to know what his/her main duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of post. In addition it may be amended at any time after consultation with you.