



Job Description & Personal Specification: LSA at Heath Farm College

Post: Learning Support Assistant

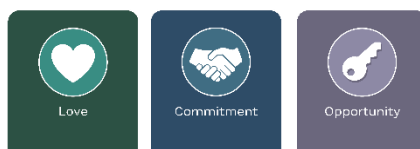
Name:

To Whom Accountable: Head of Heath Farm College

Overall purpose and main functions of the Job:

To assist in promoting the learning and personal development of the students enabling them to make best use of the educational and adulthood opportunities available to them. To model the College Values of Love, Commitment and Opportunity on a daily basis.

1. To aid students to learn as effectively as possible both in group situations and independently, for example:
 - Clarifying and explaining instructions
 - Ensuring students are able to use equipment and materials provided
 - Motivating and encouraging the students
 - Attention, reassurance and support with learning tasks as appropriate to students' needs
 - Assisting students in specific areas of learning skills if required, e.g. speech and language, reading, spelling, numeracy, handwriting/presentation and so forth
 - Using praise, commentary and assistance to encourage the students to concentrate and stay task motivated
 - Liaising with tutors, teachers and other professionals with regards to Student Learning Plans, contributing to the planning and delivery as appropriate
 - Providing additional nurture to individuals when requested
 - Consistently and effectively implementing college protocols and modelling the College Code of Conduct
 - Helping to make appropriate resources to support students
2. To establish supportive, professional relationships with students.
3. To promote the acceptance and inclusion of students with complex needs, encouraging students to interact with each other in a professional and acceptable manner, showing appropriate social etiquette.



4. Monitor students' responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
5. To give positive encouragement, feedback and praise to reinforce and sustain the students' efforts and develop resilience, independence and intellectual curiosity.
6. To help assess students' work, under the direction of the subject teacher, as and when required.
7. To support the students in developing social skills ready for adulthood.
8. To support the use of specific IT programmes in learning activities.
9. To provide feedback on students' learning, as directed by the teacher, when required.
10. Under the direction of the teacher or tutor, carry out and feedback on observations of students to gather evidence of their knowledge, understanding and skills as and when requested.
11. When working with a group of students, understand and use group dynamics to promote group effectiveness and support group and individual performance.
13. To know and apply all Heath Farm College policies.
14. Where appropriate, develop a relationship to foster links between home and college, and to keep the college informed of relevant information.
15. To be aware of confidential issues linked to, if appropriate, parents, carers and professionals/students and staff.
16. To contribute towards reviews of students' progress as appropriate.
17. To comply with legal and organisational requirements for maintaining the health, safety and security of yourself and others in the learning environment.



18. To take part in training activities offered by Heath Farm College to further progress my knowledge and skills of working with students with a wide range of needs.
19. To accompany and support teachers and students on Preparation for Adulthood Activities.
20. To provide individual support, as required, during examination sessions, including training as an invigilator.
21. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.
22. To actively support and be fit for practice, if required, to follow/implement the 'Restrictive Physical Holding' (RPI) Policy of Heath Farm School/College. This will include using agreed interventions to maintain the safety of all students and staff if this level of intervention is required.

Pastoral / safeguarding / well-being support of students

- To work together, as part of the college team, to ensure the well-being of all young adults in our care is supported at all times
- To make appropriate entries on the college's online behavioural tracking system 'Sleuth' and have the relevant academic and IT skills to complete complex incident reports within a set template

Supervision

- To be fit for practice in all the curriculum subjects and outdoor based activities
- To be available for briefing fifteen minutes before the college day
- To be an active member of staff for break and lunchtime duties
- To be available for a fifteen minute debrief at the end of the college day

Resources

- To prepare materials as required by teachers or tutors
- To assist in the preparation of materials as necessary / requested for curriculum requirements





Review

This job description forms part of the contract of employment and may be amended at any time after discussion with the Head of College.

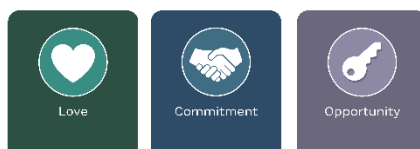
This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonable expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

Signed:

Date:

Signed: *Sharron Humphrey*, Head of Heath Farm College

Date:



	Essential	Desirable	Measured by: a) application form b) test / exercise c) interview
Qualifications and Training			
Minimum of 3 GCSEs or equivalent	✓		a
NVQ Teaching Assistant or equivalent		✓	a
Good level of literacy and numeracy	✓		a, b, c
Child Protection and Safeguarding Training		✓	a
Driving licence	✓		a
Experience			
Experience of working with young people within a classroom environment		✓	a, c
Experience of working with young people in care		✓	a, c
Knowledge and Understanding			
Understanding of needs of young people in care		✓	a, c
Understanding / knowledge of young people with Special Educational Needs (SEN)		✓	a, c
Skills			
Good listener	✓		a, c
Ability to work as part of a team	✓		a, c
Competent in the use of ICT	✓		a, c
Flexible and approachable	✓		a, c
Ability to deal sensitively with people and help to resolve conflict	✓		a, c
Adaptability	✓		a, c
Able to support students in their learning	✓		a, c
Able to contribute to report writing and record keeping	✓		a, b, c
Attitudes			
Models the college values of Love, Commitment and Opportunity on a daily basis	✓		a, c
Enjoys and wants to work with young people	✓		a, c
Enthusiastic about new experiences / situations	✓		a, c
Calm under pressure	✓		a, c
Good sense of humour	✓		a, c
Positive and energetic approach to work	✓		a, c
Non-confrontational and patient	✓		a, c
Set a good example of acceptance and respect for others	✓		a, c
Empathetic	✓		a, c
Willing to learn from the good practice of others	✓		a, c

