**JOB DETAILS:**

We are looking to appoint a number of Learning Support Assistant to support our students.

30 hours per week, 8:45am-14:30pm four days per week Monday to Friday with the requirement to work until 16:30pm one day per week to attend a weekly staff meeting/continuing professional development. term time only (39 weeks per year) .

Pay is between £13,800 and £19,800 Full Time Equivalent depending upon age and experience.

This post is term time only 38 weeks per year with a compulsory attendance requirement for five additional training days within non-term time.

***The exact salary you receive for the position will be pro-rata’d on the basis that the role is not full time i.e. 40 hours per week or 52 weeks per year.***

**PURPOSE OF JOB:**

To support the tutor in the teaching and welfare of students to ensure they attain the targets set under their individual educational programmes. Dealing with students’ therapeutic and behavioural needs.

**MAIN ACCOUNTABILITIES:**

* Ensure the maintenance of a clean, orderly and safe working environment ensuring that equipment / resources / materials are set out on time and as per instructions and used safely to enable students to meet their learning targets.
* Assist the tutor with learning activities ensuring health and safety and good behaviour of students (including off-site activities such as trips).
* Support the students in accessing learning activities as directed by the tutor to enable students’ progress towards their targets.
* Be aware of and support differences to ensure all students have equal access to opportunities to learn and develop.
* Provide clerical / admin support (e.g. typing, photocopying, display’s etc.) and undertake basic record keeping in respect of student learning, behaviour management, child protection etc. (including liaising with therapists) as directed in order to support the tutor deliver the specific learning programmes set for each child.
* Be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure students’ wellbeing.
* Contribute to the overall work / aims of the provision and appreciate and support the role of colleagues and other professionals to enable the school to fulfil its development plans etc.
* Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development.
* Assist with the organisation of refreshments and mealtimes to ensure students’ wellbeing and health and safety.
* Implement behaviour management programmes for students with severe learning and /or emotional problems to ensure students’ wellbeing, health, safety and learning needs are met.
* Provide, plan and review intervention sessions with students under direction from the intervention lead.

**NECESSARY EXPERIENCE:**

* Good standard of general education together with good numeracy and literacy skills; Grade C or above at GCSE (or equivalent) in English and Maths.
* Use basic technology i.e. computer, video, photocopier etc.
* Previous experience of working with children.
* Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
* Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
* Good influencing skills to encourage students to interact with others and be socially responsible.

 **PERSONAL ATTRIBUTES:**

* A positive attitude to all aspects of work
* To be adaptable and flexible
* To demonstrate a desire to do your very best and to want to improve yourself
* To show dignity and respect for everyone
* To be self-assured and independent
* To act in a professional manner
* To use initiative
* To demonstrate accountability for all your actions