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| Job Title: | Learning Support Assistant | Department/Group: | SEND |
| Level/Salary Range: | Band 4 SCP 6 | Reporting to: | Senior Lead Practitioner |
| Safer Recruitment Statement | | | |
| Mortimer Community College is committed to safeguarding and promoting the well-being of children and young people and expects all staff and volunteers to share this commitment. | | | |
| Main Objectives of Role | | | |
| To provide support for teachers and students in improving standards across the school. | | | |
| Job Description | | | |
| Key Tasks of the Post: | | | |
| <p>1. You will provide support to students. You must:</p> <ul style="list-style-type: none"> ● Provide, where appropriate, one-to-one, group and in-class support for students in order to improve academic progress and learning in response to their individual needs. ● Keep accurate and up to date records, contribute to student learning plans and report to teaching staff as required. ● Support students in building self-esteem and in the monitoring of their own progress and attainment. ● Work in close collaboration with teaching staff to plan and carry out appropriate educational activities for small groups and individual students in lessons. ● Help students to build resilience, confidence and enhance their self-esteem. ● Organise educational visits including the completion of all relevant documentation. ● Supervise students on visits, trips and out of school activities as required. ● Undertake planned supervision of students' out of hours learning activities. ● Invigilate exams and act as a reader and/or scribe for students when required. ● Liaise with parents or other relevant professionals where deemed necessary. ● Develop study support opportunities for target students outside the usual school day and encourage students to take up extra-curricular educational opportunities offered by the school and community. ● Be responsible for your own administration and record keeping and for supporting the administrative systems in the school. ● Support the school's inclusion and raising performance policies and practices. ● Monitor and support identified students during break/lunch periods and any other unstructured times as required. <p>2. You will support teaching staff in the provision of a high standard of teaching. You will:</p> <ul style="list-style-type: none"> ● Prepare materials and resources for learning plans and class delivery. ● Undertake routine marking where necessary in line with school marking policy. ● Be responsible for the writing and reviewing of Pupil Profiles. ● Assist in planning and carrying out appropriate educational activities for individual students in lessons. ● Reinforce learning. ● Assist in keeping students on task and build motivation. ● Assist in the use of the VLE platform for learning. ● Support record keeping relating to student targets and performance. ● Plan and create wall displays. ● Complete daily individual student write-ups. ● On occasion, be prepared to cover lessons. <p>3. You will contribute to the school's overall achievement of its objectives. You will:</p> <ul style="list-style-type: none"> ● Comply with school and local authority policies and procedures relating to child protection, health and safety, data protection, equal opportunities, resource management and employment. ● Maintain school, student and staff confidentiality. ● Contribute to the overall ethos, aims and reputation of the school. ● Support the key priorities identified in the current School Improvement Plan. | | | |
| Undertake training and development as required and use your own expertise to assist, where appropriate and necessary, with the training and development of fellow employees. | | | |
| Date: | January 2024 | | |