



COOMBE HOUSE
SCHOOL

Learning Support Assistant

Contract Type:	Permanent
Hours:	Full Time (35 hours) 08.30 – 16.00 Monday, Tuesday, and Thursday 08.30 – 16.30 on a Wednesday 08.30 – 15.30 on a Friday Part time, full days also available - a minimum 3 days per week.
Salary range:	Salary range from £25,989 – £28,142 FTE per annum (Actual term time only for this position is £22,879 to £24,814 per annum).
DBS Disclosure Level:	Enhanced
Reports To:	Schools Leadership Team
Role Purpose:	To carry out a range of duties (within the classroom, wider aspects of the school site and off-site) and work in partnership with classroom teachers, providing support for curriculum programmes and guiding young people to overcome their barriers to learning. This role assists teachers to create environments where students with extra learning needs can make the most of their education. To assist in the development of students' learning, the provision of care and the management of students' behaviour under the guidance of teaching staff, senior colleagues, and the pastoral support team.
Key Responsibilities:	• Using curriculum programmes developed in partnership with teachers to support the education of groups of students. • Plan, prepare, and deliver structured and agreed learning activities with teachers, differentiating activities for the needs of the students. • Assist with the development of individual EHCP plans. • To support disadvantaged students to help 'narrow the gap'. • To provide feedback to students in relation to progress and achievement. • To work with teachers to establish an appropriate learning environment. • To establish productive working relationships with students, acting as a role model and setting high expectations. • To promote the inclusion and acceptance of all students within the classroom and encourage students to interact and work cooperatively with others and engage all students in activities. • To promote independence and employ strategies to recognise and reward achievement or self-reliance. • To be responsible for keeping and updating records as agreed with class teachers and/or relevant line manager. • To promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established

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	policies and encourage students to take responsibility for their own behaviour. • To help support in the administration of assessments and tests including invigilation of exams/tests. • To liaise sensitively and effectively with parents/carers as agreed with the teacher within your role/responsibility and participate in feedback sessions/meetings with parents with, or as directed by the teacher. • To establish constructive relationships according to individual needs and communicate with other professionals in liaison with the teacher, to support achievement and progress of students. • To supervise students on visits, trips and out of hours learning activities as required which fall within the remit and hours of the post. • To contribute to the wider life of the school and company. • To contribute to the induction of new students as appropriate. • To ensure effective communication as appropriate with all stakeholders and persons or bodies outside the school and company. • To undertake any necessary professional development, taking full advantage of any relevant training and development available. • To undergo appropriate training in order to develop skills for the post. • To play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example. • Compliance with all school policies and procedures, including the safeguarding and child protection policies and prevent duty. • To continue personal development and actively engage in the staff, review, and development plans. • To carry out break and lunchtime duties. The following duties are ones which all staff are required to perform: • Promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact; • Observe health and safety procedures and work safely at all times; • To be responsible for your own continuing self-development, undertaking training as appropriate to the working environment and location, and developments in your role; • Undertake any other duties as required by your manager to meet the changing needs and demands of the Company.
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	• Conduct yourself with professionalism, tact, and diplomacy always as a representative of the Company.
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This job description is current at the date of publication but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

This job description is provided to assist the post holder to know their principal duties.



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PERSON SPECIFICATION

Criteria	Qualities	Essential/Desirable
Qualifications & Experience	1. GCSE Maths and English Grade C/5 and above, or equivalent, or functional skills level 2	E
	2. Training relevant to SEND and specific needs / disability (eg ASC, ADHD)	D
	3. Training in relevant learning interventions and specific conditions, such as autism and ADHD	D
Skills & Knowledge	1. Ability to build relationships with children and young people	E
	2. Experience of working with young people of similar backgrounds (this may be in a paid or voluntary position)	E
	3. Working within an educational environment	D
	4. Desire to develop a career within education	E
	5. Knowledge of current issues in education	D
	6. An understanding of the role played by adults in safeguarding young people.	E
	7. Confidence, skills, and ability to lead groups of students	E
	8. Confidence in supporting students with their literacy and numeracy	E
	9. Good organisational & administrative skills	E
	10. Excellent oral and written communication skills	E
	11. Effective use of ICT to support learning	E
	12. Sensitivity to the varying needs of young people	E
	13. Able to maintain the strictest confidentiality and integrity always	E
Personal Attributes	14. Commitment to the safeguarding of children and young people	E
	15. Resilience	E
	16. Flexible and adaptable	E
	17. Can do positive attitude, with plenty of initiative	E
	18. Good role model	E
	19. Willingness to participate in the wider life of the school, including acting as a coach to a group of students and providing study support outside school hours	E

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