

**Job Description**

<b>Job Title</b>	Learning Support Assistant (0.6)
<b>Salary Scale</b>	NJC Scale 4 Actual salary pro rata'd for 39 weeks term time
<b>Responsible To</b>	Assistant Principal: Inclusion
<b>Responsible For</b>	N/A
<b>Number in Post</b>	5
<b>Date Drafted</b>	August 2023

**Job Purpose**

You will be expected to work with teachers in a collaborative way, contributing ideas and strategies to meet the needs of students, including those with special educational needs.

You will be confident supporting the teaching and learning of performing arts and will also have interest and knowledge of the performing arts. You will establish positive, supportive and constructive relationships with students, parents, carers and the wider community.

Your work in college will focus on supporting the teaching and learning of students studying Level 3 UAL Extended Diplomas in Acting, Dance, Music, Musical Theatre, Technical Theatre and Design for Performance.

To contribute, as required by the Assistant Principal – Inclusion to the range of services required across the LIPA Sixth Form College.

**Major Tasks**

1. Support students – support to individuals and groups within teaching, learning and assessment activities in lessons and in out-of-class study support sessions.
2. Support the Teacher - undertaking support activities under the direction of the teacher;
3. Support for the College - establishing supportive and constructive relationships with students, parents, carers and the wider community

## **Job Activities**

### **Major Task 1 Support the Students**

1. To work collaboratively with the teacher in the planning, development, delivery, and evaluation of the effectiveness of the curriculum for student(s) and to support teacher to differentiate curriculum content according to the needs of the student(s).
2. To assist in the devising of student's individual targets and their monitoring and review.
3. To develop positive relationships with students and staff to positively impact student progress and attainment.
4. Where necessary, to support in additional out-of-class revision sessions.

### **Major Task 2 Support the Teacher**

1. To monitor individual student progress and to report on student's needs, achievements and concerns.
2. To assist in student supervision and the management of student behaviour.
3. To undertake classroom administrative tasks including the maintenance of records.
4. To liaise with parents, carers and outside agencies, where appropriate.
5. Administer tests and assist in the invigilation of exams, for example, by acting as a scribe, reader or oral modifier, where this is required.

### **Major Task 3 Support for the College**

1. To assist in providing a purposeful, orderly and supportive environment for learning.
2. To support the promotion of positive relationships with students, carers and outside agencies.
3. To work within college policies and procedures.
4. To attend staff training/meetings as appropriate.
5. To take care of their own and other people's health and safety.
6. To liaise with college's appropriate person regarding the ordering of supplies and equipment.
7. To be aware of the confidential nature of issues related to home/student/teacher/college work.

**Notes:**

The particular duties and responsibilities attached to posts are of necessity in many cases somewhat difficult of detailed definition and may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Changes outside this description will only be made after consultation with the object of reaching agreement, with the person concerned, and will be recorded on the individual's job description. If, however after consultation, the person concerned is not in agreement with the proposed change, then they would be able to use the grievance procedure.

**Location:**

The job is initially located on the Sixth Form College's site. However, it may be that from time to time the post holder will be required to work on different duties, or in any other jobs, within his / her competence, such jobs being in his / her present or any other location with the Multi Academy Trust as may be deemed appropriate. In all cases regard will be paid to the qualifications, experience, current duties and responsibilities and personal circumstances of the post holder.

**Hours:**

This is a part-time post, and you are expected to work such hours as are necessary in order to fulfil your duties and responsibilities. You will 22.5 hours per week, initially 8.30am-4:30pm 3 days per week, for 39 term time weeks as directed by your line manager or the Principal of the Sixth Form College. The hours of work may be subject to change in circumstances where the needs of the service may evolve.

A minimum of a 30 minute lunch break per day is incorporated into the working time above, which is unpaid.

Some weekend working may, occasionally, be required.

**Person Specification for Learning Support Assistant**

		<b>To be identified by:</b>
<b>Education and Qualifications:</b>		
Full Level 3 or above qualification (in a Performing Arts related subject e.g. Music, Dance, Drama would be desirable)	Essential	Application Form/Qualification Certificates
Level 2 or equivalent in English and Mathematics	Essential	Application Form/Qualification Certificates
<b>Experience:</b> applicants should be able to demonstrate recent and relevant experience of:		
Experience of working with post-16 students	Desirable	Application Form/Interview
Experience of working in a relevant educational/service environment	Essential	Application Form/Interview
Experience of administrative work	Desirable	Application Form/Interview
Experience of supporting pupils with challenging behaviour	Desirable	Application Form/Interview
To have worked in a performing arts environment.	Desirable	Application Form/Interview

**Knowledge and Ability:** Applicants should be able to demonstrate a good knowledge and understanding and full commitment to the:

Knowledge of how young people can learn through creative and performing arts.	Desirable	Application Form/Interview
Knowledge of how young people with special educational needs are supported.	Essential	Application Form/Interview
Ability to relate well to young people	Essential	Application Form/Interview
Ability to work as part of a team	Essential	Interview
Good communication skills	Essential	Application Form/Interview
Ability to supervise and assist pupils	Essential	Application Form/Interview
Ability to relate well to parents/carers	Essential	Application Form/Interview
Good time management and organisational skills with the ability to prioritize effectively	Essential	Interview
Knowledge of classroom roles and responsibilities	Essential	Application Form/Interview
First Aid at Work certificate	Desirable	Application Form

<b>Knowledge and Ability:</b> Applicants should be able to demonstrate a good knowledge and understanding and full commitment to the:		
Ability to obtain enhanced DBS clearance satisfactory to LIPA Sixth Form College	Essential	Application Form
Basic competency in the use of MS Office, Office 365, Google Classroom and school MIS.	Essential	Interview
Be approachable, positive, flexible and enthusiastic with a good sense of humour	Essential	Interview
Demonstrate a high level of commitment and professionalism	Essential	Interview
Be a good team player	Essential	Interview

<b>Other:</b>		
Commitment to undertake in-service development	Essential	Interview
Commitment to safeguarding and protecting the welfare of young people.	Essential	Application Form/Interview