

Job Description

Post: Learning Support Assistant

Purpose

To challenge educational and social disadvantage by providing academic and pastoral support in order to achieve the highest possible standards and prepare all our students to lead successful lives.

Duties and Responsibilities

- Provide support and guidance to students with a diagnosis or on the pathway for a diagnosis for ASD.
- Work with relevant staff to support students' needs and devise strategies to overcome barriers preventing them from achieving their full potential.
- Work with students and relevant staff to develop, implement, monitor and review mentoring action plans.
- Help students to increase their confidence and self-esteem by listening to them and devising appropriate strategies.
- Help students who are not achieving their potential on a one-to-one basis outside the classroom or within lessons.
- Ensure support is consistent and the relevant staff / parents are well informed.
- Support students through the transition to secondary education.
- Liaise with relevant staff as needed, to ensure all students' needs are met.
- Contact parents / carers frequently in order to strengthen the three-way partnership between families, students and staff.
- Maintain accurate records and prepare written reports and evaluations.
- Support students throughout the day by fulfilling pastoral responsibilities.
- Participate in the academy coaching process.
- Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- Consistently implement all academy policies.
- Contribute to decision-making and consultation procedures.
- Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- Carry out any other reasonable duties as requested by the Principal.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed annually.