

**Ernest Bevin College**  
**Job Description**

<b>Title:</b> Learning Support Assistant	<b>Salary Scale :</b> Scale 1c – 36 hours per week term time only (£15,533 to £15,869)
<b>Supported by and reporting to:</b> Head of Inclusion	<b>Assisted By:</b> All staff

<b>Personal and Professional Conduct</b>	<ul style="list-style-type: none"> <li>• Treat pupils with dignity, building relationships rooted in mutual respect, and at all times observing proper boundaries appropriate to a teacher's professional position</li> <li>• Have regard to the need to safeguard pupils' well-being, in accordance with statutory provisions</li> <li>• Show tolerance of and respect for the rights of others</li> <li>• Not undermine fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs</li> <li>• Ensure that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law</li> <li>• Have a proper and professional regard for the ethos, policies and practice of the school in which they teach, and maintain high standards in their own attendance and punctuality</li> </ul>
<b>Strategic Planning</b>	<ul style="list-style-type: none"> <li>• Support teachers and pupils by establishing and developing effective supportive relationships. Operating within agreed professional boundaries when working with pupils.</li> <li>• Supporting pupils to make good choices and providing them with strategies to do so.</li> <li>• Establishing and maintaining effective working partnerships with teachers in the classroom.</li> <li>• Work closely with teachers, pastoral staff and pupils to achieve a full and shared understanding of the needs of the individual and groups of pupils and contribute to target setting.</li> <li>• Assisting and supporting teachers in the delivery of teaching and learning.</li> </ul>
<b>Teaching and Learning</b>	<ul style="list-style-type: none"> <li>• Take responsibility for setting pupils targets, planning and reviewing outcomes.</li> <li>• Keeping and maintaining good records in relation to pupils' progress, achievement and behaviour to provide feedback to both teachers, pupils and parents.</li> <li>• Assisting in the identification of early signs of disengagement and supporting pupils through specific interventions and monitoring the impact of these interventions to ensure the individual needs of pupils are being met.</li> </ul>

This role and responsibility will be reviewed on an annual basis and tasks may be added or removed depending on the needs of the College and in response to National demands after consultation with the post holder.

To be fully aware of and understand the duties and responsibilities arising from the Children's act 2004 and Working Together in relation to child protection and safeguarding children and young people as this applies to the worker's role within the organisation, and the principles of safeguarding as they apply to vulnerable adults in relation to the worker's role. To ensure the worker's line manager is made aware and kept fully informed of any concerns which the worker may have in relation to safeguarding and/or child protection.

January, 2017