

**POST TITLE: Cover Learning Support Assistant**

LINE MANAGER: Academic Progress and SEND Manager

FULL/PART TIME: Full time (term time only)

**MAIN PURPOSE OF JOB**

- **Provide in-class support** for a named student, fulfilling the responsibilities of a Learning Support Assistant (LSA) to ensure their individual learning needs are met in the event of LSA absence. This may include some organising of your individual workload and scheduling the cover for LSA absence when reported with support from the team.
- **Work collaboratively with subject tutors** to raise achievement, promote independence, and maximise the progress and potential of the named student.
- **Support wider college operations** by providing classroom cover for absent teaching staff, under the direction of the Cover Supervisor, when LSA cover is not required within the Learning Support Department.
- **Supervise and manage shared student areas** within the Learning Support Department, offering guidance and assistance to any student who may present and require support with their learning needs.

**RESPONSIBILITIES**

- To work with the subject tutor/tutors in the classroom and maintain an ethos of collaboration and inclusion.
- To contribute to the management behaviour of the named student.
- To establish and maintain relationships with the named student.
- To support the named student during learning activities.
- To complete a full set of notes in each class which are then e-mailed to the student.
- To contribute and keep an up-to-date record of daily notes/weekly logs for named students for whom you have provided lesson cover for.
- To provide regular feedback to the students allocated Lead SEND specialist and the Academic Progress and SEND Manager on the participation and progress of named students you may have provided cover for.
- To assist with the movement of students with a disability round the buildings and the surrounding areas if appropriate.
- To assist with student's personal care needs as outlined in the student's care plan (training provided).
- To be aware of and to promote students' general health and to follow the College's safety procedures.
- To undergo review of duties and responsibilities according to the College's appraisal programme.
- To undertake such other duties as may reasonably be required.

The duties of the post will include assistance with a range of wider tasks, examples of which are listed below:

- General administrative/support duties for the department and the college
- Communicating with students, staff and parents.
- Attend relevant internal and external meetings and training relevant to the role.

- To support the College with invigilating formal and informal examinations, and other administrative tasks that facilitate the successful running of the College, as and when necessary which may occasionally fall outside normal working hours.
- Ensure that College policies are applied at all times including the safeguarding, data protection and acceptable use policies.
- Ensure that they maintain their own health and safety, and support that of any colleagues, service users or visitors in their environment in accordance with organisational policies and procedures and the training they receive.
- To undertake such other duties as may be reasonably required.

The following information is provided to assist Support Staff to understand and appreciate the work content of their post and the role they are to play in the Multi-Academy Trust (MAT). However, the following points should be noted:

- The postholder will be required to carry out their duties in accordance with the Conditions of Service Handbook.
- It must be recognised that this job description may change as the circumstances of the MAT change. Regular reviews will take place following consultation with the post holder as part of the annual appraisal process.
- The post holder is expected to respect any information that come into their possession or exists in their environment relating to students, colleagues and other individuals. This requires following good practice and guidance on confidentiality.
- The post holder has a duty to maintain the safety and welfare of the students and within the scope of their post must ensure all organisational policies and procedures on safeguarding are implemented.
- The post holder has a duty to report any concerns or incidents regarding student welfare promptly in accordance with College procedure and their training.
- The post holder will need to recognise they work in a College environment, which will occasionally require them to support student related activity.
- Should there be a disagreement about the conditions of service, personnel have the right of appeal under the MAT grievance procedures.

## PERSON SPECIFICATION – Learning Support Assistant

SPECIFICATION	ESSENTIAL	DESIRABLE
<b>Knowledge/Qualifications</b>	<ul style="list-style-type: none"> <li>• Qualifications or experience of providing support for students</li> <li>• GCSE/Level 2 English or equivalent</li> <li>• NVQ Level 2 for Teaching Assistants</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in Learning Support/Education related studies</li> </ul>
<b>Relevant experience</b>	<ul style="list-style-type: none"> <li>• Experience of working 1:1 with students with learning difficulties</li> </ul>	<ul style="list-style-type: none"> <li>• To have worked at secondary level or above in a classroom</li> <li>• Experience or desire to work with young people with High Functioning Autism/Aspergers</li> <li>• Experience of working with young people with physical disabilities</li> </ul>
<b>Skills/Aptitudes</b>	<ul style="list-style-type: none"> <li>• To have good communication and interpersonal skills; one to one and within a group or team</li> <li>• Ability to work under the guidance of subject tutors in the classroom</li> <li>• Effective and precise time management</li> <li>• Ability to work under the guidance of and listen to the student</li> <li>• Good ICT and word processing skills</li> <li>• To manage and record 1 to 1 support for named students</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to relate to 16 – 19 year olds; to foster independent decision making</li> <li>• Understanding of ways to encourage students to develop independent learning skills</li> <li>• Understanding/knowledge of ASC and related conditions</li> <li>• Experience of working under the guidance of other professionals e.g. Speech &amp; Language Therapists, Occupational Therapists or Physiotherapists</li> </ul>
<b>Other requirements</b>	<ul style="list-style-type: none"> <li>• Ability to work both within a team and independently</li> <li>• Commitment to undergo further training and development</li> <li>• Knowledge of safeguarding</li> <li>• Enhanced DBS check</li> </ul>	<ul style="list-style-type: none"> <li>• Record of personal and professional development as appropriate</li> </ul>