POST: Learning Support Worker

GRADE: Band D – 32.5 hours Term Time + 1 week

REPORTS TO: Assistant Principal/SENCO

Post Summary

- To work with individual and small groups of students in order to promote their inclusion and to provide support for teaching and personalised learning.

Duties and responsibilities:-

1. To teach small groups of students supporting their SEN requirements.
2. To tutor individual students.
3. Support students’ learning across the curriculum, tailoring support to match the students’ needs.
4. To promote inclusion and contribute to the successful induction of new students to the Academy.
5. Support students’ to become independent, co-operative and collaborative learners.
6. Support students’ access to learning through the effective use of ICT.
7. To track progress of new students through their induction plans to ensure successful integration into the Academy.
8. Contribute to assessing the students’ progress and support them in reviewing their own learning.
9. To contribute to the personal and social education of all students, including the development of students’ self-esteem.
10. To contribute towards assessment records and be accountable for the work undertaken with students.
11. Identify and remove barriers to students learning
12. To continually develop expertise in the teaching of literacy.
13. Adapt and customise curriculum materials.
14. To keep records of and mark work completed during teaching sessions led by the post holder
15. Support teacher planning.
16. Contribute to the management of student’s behaviour and encourage the students to conform to the Academy’s expectations of behaviour.
17. Support students with to access extended school activities.
18. Promote students’ well-being and resilience.
19. Support the transition and transfer of students.
20. Support teachers in the administration of examinations, tests and controlled assessments.
21. Escort and supervise students on educational visits and out of school activities.
22. To provide personal care to students where required.
23. To supervise changing areas as required.
24. To ensure and maintain confidentiality.
25. To act as a positive role model for students.
26. To attend staff meetings as requested.
27. To complete written records of student progress.
28. To support and maintain collaborative, productive working relationships with Academy staff and professionals from outside agencies.

The Collegiate Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.