



Christ the King Sixth Form Job Description and Person Specification

Job Title:	Additional Learning Support Assistant
Responsible to:	Additional Learning Support Manager
Core Job Purpose:	To support named students who have learning difficulties or disabilities to enable full access to the curriculum so that they will achieve their potential.

This main activities and responsibilities are to:

- 1.1 Assist the classroom teacher during lessons by helping individual students.
- 1.2 Keep the student(s) on task in classroom situations.
- 1.3 Liaise with subject teachers to ensure that students receive the help they need to complete tasks to deadline.
- 1.4 Work with individual students with learning difficulties or disabilities out of lessons.
- 1.5 Assist in helping additional learning support students find their way around the College, including support to and from lessons as required.
- 1.6 Maintain regular formal records of attendance and assistance given to students.
- 1.7 Attend and participating in meetings as requested by the Additional Learning Support Manager.
- 1.8 Liaise with subject teachers, personal tutors and parents regarding student progress as appropriate.
- 1.9 Assist other professionals, as directed, to identify and support learning needs.
- 1.10 Taking part in professional development activities including appraisal.
- 1.11 Promote equal opportunities for students and staff.
- 1.12 Undertake other tasks as required by the Principal, after due consultation.

This job description may not necessarily be a comprehensive description of the post. It may be reviewed and subject to modification or amendment at any time after consultation with the post holder.

2 Person Specification/Selection Criteria

The post-holder will be expected to be able to demonstrate the following attributes:

- 2.1 An understanding of, and support for, the Catholic ethos of the College.
- 2.2 A good standard of education to A Level or equivalent.
- 2.3 Highly proficient in the use of Microsoft Office applications especially Word, Excel and PowerPoint.
- 2.4 The ability to encourage students with disabilities or learning difficulties to reach their full academic potential.
- 2.5 The ability to communicate well with young people and to have an understanding of some of the challenges they face.
- 2.6 To possess effective communication skills with students and staff.
- 2.7 Flexibility and the ability to work calmly, under pressure and to have a good sense of humour.
- 2.8 The ability to work effectively in a team and with a range of people.
- 2.9 An understanding and interest in the education environment, particularly as it relates to young people.
- 2.10 An awareness of the need for personal development, both as a member of a team and as an individual; a willingness to participate in INSET and appraisal.