

## Job Description and Person Specification

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

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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 Sixth Form, including support to and from lessons as required, adhering to the Sixth Form Health and Safety guidelines at all times, including the Covid-19 risk assessment.
- 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 Executive 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 Sixth Form.
- 2.2 A good standard of education to A Level or equivalent.
- 2.3 Highly proficient in the use of Microsoft Office and Office 365 applications especially Word, Excel, PowerPoint, Teams and SharePoint.
- 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.