

## **JOB DESCRIPTION**

**POST TITLE:** Learning Support Assistant Secondary  
**RESPONSIBLE TO:** Head Teacher

### **MAIN RESPONSIBILITIES:**

- Engage young people in their learning both academic and socially
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning.
- Establish productive working relationships with pupils, acting as a role model, and setting high expectations.
- Contribute to IEPs and support plans.
- Promote the inclusion and acceptance of all pupils within the classroom.
- Support pupils consistently whilst recognising and responding to their individual needs.
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Support in our enrichment program and external activities.
- provide feedback to pupils in relation to progress and achievement
- Organise and manage appropriate learning environment and resources.
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.

### **Other:**

- Be aware of, and comply with key policies and procedures,
- Participate in training, other learning activities and performance development as required.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

2 Posts – Closing Friday 13<sup>th</sup> December 2019, 12 midnight. Interview and selection by: TBC

Apply for this job by filling in an application form (you can find this on our website) and forwarding it to [hr@talbothoustrust.co.uk](mailto:hr@talbothoustrust.co.uk). Please also view our safer recruitment policy.