



# SALESIAN COLLEGE FARNBOROUGH

## Job Description

### LEARNING SUPPORT ASSISTANT

<b>Job Title:</b>	<b>Learning Support Assistant (LSA)</b>
<b>Remuneration:</b>	<b>The College has its own pay scale in line with Local Government Pay Scales</b>
<b>Line Management:</b>	<b>Reports to Head of Learning Support</b>

Applications are invited to join a strong and successful Learning Support Department.

#### **Employment Duties:**

As set out in the College Contract of Employment, having due regard to any policies of the Governing Body and the College.

The College and all its personnel are committed to safeguarding and promoting the welfare of children and young persons. All appointments are subject to Safer Recruitment guidelines, DBS and Health checks.

#### **Details of the Position:**

There will be a vacancy for a full-time LSA from September 2021. The successful candidate should be an enthusiastic, well organised individual with experience of working with students with special educational needs in a secondary setting. NVQ2 or equivalent as recognised by the National Occupational Standards for Supporting Teaching and Learning (NOS-STL) is desirable but not essential.

The Learning Support Department is a friendly team comprising a full time Head of Department (SENDCo), one HLTA, one LSA and a specialist teacher who comes in on a part time basis. Support provided by the department may be in lessons, during breaks/lunch or as part of a small intervention group.

The Learning Support Department is based in the Don Bosco Centre which is a multi-purpose room, well equipped with computers, a smartboard and a range of multi-sensory learning materials. We have an open door policy and pupils are welcome to come in before school, at lunchtimes, break and after school for homework support or just to engage in a friendly chat. The range of SEND includes Specific Learning Difficulties, Speech, Language and Communication Needs and Social, Emotional and Mental Health.

The College provides an enjoyable environment in which to work. The pupils are well disciplined, enthusiastic and respectfully friendly. The teaching staff foster a caring

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relationship with the pupils, and through academic study, sporting and cultural activities, and the scope to develop in posts of responsibility, the boys and girls emerge as rounded, well-educated polite young people. There are numerous opportunities for staff to contribute to the wider extra-curricular life of the College and new initiatives are encouraged.

The appointment of a Learning Support Assistant provides an opportunity for an energetic and well-qualified person to contribute to the further development of this important area at Salesian College.

### **Particular Responsibilities:**

The duties of a Learning Support Assistant at Salesian College include;

- To work as part of a team to ensure the wellbeing and personal development of the students
- To provide one to one and small group teaching for students needing additional support
- To provide learning support alongside a classroom teacher
- To help run the 'Friendly Group'
- To show competence in digital learning technology including a working knowledge of, or willingness to learn, Teams and One Note
- To develop knowledge of the particular needs of the students and to seek advice from the SENDCo, class teacher and outside agencies, as required
- To motivate and encourage students to participate fully in their learning
- To have the patience and understanding to listen to a student that needs to talk
- To support access to the full range of learning experience within the college which may include modifying materials to differentiate a task
- To plan and prioritise tasks and workload
- To attend in service training and relevant meetings to maintain an understanding of developments in working with children with special educational needs and to plan learning programmes
- To provide regular feedback to the SENDCo
- To monitor and maintain accurate records of the progress of students
- To uphold the Salesian ethos of the College and to support the application of the Preventive System of education.
- To pay due regard to the Staff Handbook, and to support College policies as approved.
- To support the daily life of Salesian College.

The job description may be reviewed annually and amended after consultation.