

the GREENROOM school

JOB TITLE: Learning Support Assistant
LOCATION: Windsor, Berkshire or Kingsley, Hampshire
REPORTING TO: Head of School

PURPOSE OF THE LSA ROLE:

To provide support to the Teacher whilst they perform their daily tasks in the learning environment with an assigned group of young people. Be responsible for making the learning environment ready for teaching prior to the beginning of each session and helping the teacher whilst the session is in progress. Ensure the students are following their schemes of work and life plans as set by the tutor. Outside session times perform administrative tasks and make sure that the teacher is satisfied with the learning environment. Take part in all kinds of sessions and activities throughout a typical working day. Ensure the safety and welfare of the students during on-site and off-site activities. Promote the aims of our organisation, and reinforce our ethos. Most importantly inspire our students to be kind, brave and honest and true to themselves.

MAIN DUTIES & RESPONSIBILITIES:

Act as Mentor to assigned students providing them with time to talk and in response give guidance and kindness

Preparing the physical learning environment for sessions/workshops/activities

Being 'on duty' at all break times to ensure a calm, safe environment for the young people

Ensuring that learning materials are ready for use

Helping the teacher to plan sessions

Helping students who have learning difficulties to complete tasks

Taking charge of group activities and making sure all students are involved

Providing general encouragement for all the students in the class

Taking extra time to explain the learning material to students who have not understood it the first time

Helping tutors to assess the work and providing feedback to the students

Keeping parents informed of the progress of the young person and listening to any queries

Keeping classroom records and notes about the progress of all students

To reinforce boundaries at all times, and ensuring safety and well being

To plan opportunities to develop social, emotional and sporting needs of each student

To participate in staff briefings and team meetings where appropriate

As the school develops, additional tasks may be required and added to this job description.

All staff members are expected to go above and beyond the call of duty, and get stuck in wherever they are needed, no matter what the project.

KEY CRITERIA:

This position requires a calm, polite, non-judgemental person who can work quickly and precisely, can multi-task and organise their work despite interruptions to deliver to deadlines.

It is a busy and varied role which suits a person who can rapidly re-prioritise depending on the circumstances at the time, and consequently has excellent attention to detail.

In addition we require excellent interpersonal skills to liaise with colleagues and visitors, and clear precise written and verbal communication skills.

Good literacy and numeracy skills are essential, with knowledge of Apple technology, and SIMS an advantage. Experience of working with Health and Safety standards, an advantage.

We are committed to safeguarding and promoting the welfare of children, young people and animals and expect all staff to share this commitment. This post is subject to an enhanced DBS check.