

JOB TITLE: Learning Support Assistant (Maternity Cover)
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 period. 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:

Preparing the physical learning environment for sessions/workshops/activities

Ensuring that learning materials are ready for use

Helping students who have learning difficulties to complete tasks

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

Keeping classroom records and notes about the progress of all students

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

To complete behaviour entries on the school information system: Arbor

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.

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

Good literacy and numeracy skills are essential and Arbor 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.