

Job Description

Job Title:	Learning Support Assistant
Grade:	Range 1C (SCP 8 - 11)
Department:	Children's Services
Section:	<i>Westminster Cathedral School</i>
Responsible to:	<i>Mrs L Vassallo</i>
Responsible for:	Number of Staff: None

Purpose of Job

Support students and teaching staff in the learning environment. Support may include one-to-one support with literacy, language skills and numeracy, or it may be providing support in the form of note-taking in class, "talking to tape" or providing individual or group support in the classroom under the guidance of teaching staff. Flexibility is key. However, where possible, we utilise people's strengths when deciding the environment in which they are placed.

Main Responsibilities

TASKS

SUPPORT FOR PUPILS

- Assist students in the location and use of learning resources, including IT based and multi-media facilities.
- Work with individual students or small groups of students to deliver an agreed programme devised by academic staff.
- Enable the students to successfully undertake his/her studies.
- Support students in class.
- Take a proactive role in promoting positive behaviour by students, adopt a consistent approach in dealing with student discipline in accordance with School policy and advise academic and/or senior staff of any issues relating to student discipline.

SUPPORT FOR THE TEACHER

- Support teaching staff in the delivery of learning programmes.
- Provide support in the form of notetaking, one-to-one guidance or specific skills improvement as required.
- Work in partnership with teaching staff to support student learning and curriculum delivery
- Report regularly to the academic staff on student progress.
- Accompany teachers and students on residential and non-residential visits during and outside normal hours.

SUPPORT FOR THE CURRICULUM

- Participate in the Professional Development Programme and undertake training as required, including all areas of office technology.
- Be available to assist in enrolment procedures, which may require additional hours including evenings and weekends, for example during the Autumn Term.

SUPPORT FOR THE SCHOOL

- Participate in relevant staff meetings.
- Participate in parents' evenings, open days and social functions during and outside normal hours.
- Keep up-to-date with Quality Improvement initiatives and to be aware of, and meet, service standards for the Faculty or Division.
- Propose any ideas that may help to promote and extend the School's reputation and efficient running of the School.
- Work safely, consider the safety of others and work within the guidelines stated in the School Health and Safety Policy.
- Work flexibly, which may include evenings, open days, parents' evenings and possibly weekends.

Undertake any other duties commensurate with the level of the post, as required to ensure the efficient and effective running of the Department/Section.

EQUALITIES

Ensure implementation and promotion in employment and service delivery of the Council's equal opportunities policies and statutory responsibilities.

CHILDREN'S STANDARD

To ensure the best outcomes for Westminster's children, employers in the City Council area have produced a "Westminster Standard" for all members of the children's workforce. This Standard will ensure that all staff working with our children are:

"representative of the Westminster community, flexible, competent and confident, ready to listen to children and their carers, work in partnership with users and colleagues, and committed to safeguarding and providing the best possible service for children, as well as promoting their health and wellbeing".
