

JOB DESCRIPTION

Job Title:	Learning Support Assistant
Hours of Work:	Full time, term time only, 35 weeks
Responsible to:	Special Educational Needs Co-ordinator
Accountable to:	Senior Deputy Head
Job Purpose:	To support the teaching of mathematics/literacy skills at Key Stage 3 and 4.

Duties and Responsibilities:

Support for Students

- Provide learning support for groups and individual students, as directed by the SENCO / Learning Support Co-ordinator.
- Understand the individual needs of students and how to motivate and encourage them to achieve and develop.
- Provide pastoral care as, and when, necessary.
- Provide feedback to students in relation to progress and achievement.
- Liaise with the SENCO and other teachers to develop and implement the strategies listed on the students' SEND profile
- Deal with minor incidents
- Encourage pupils to interact and work co-operatively with others and engage in all activities.

Support for Teachers

- Within an agreed system of supervision, work with the teacher to develop lessons, work plans and the classroom environment.
- Feedback the achievements of students to colleagues through the agreed monitoring systems.
- Report on student achievements.
- Be proactive in supporting positive behaviour to promote independence and integration.
- Provide other administrative support including dealing with photocopying, correspondence, compilation/analysis/reporting on attendance, making phone calls and liaison with relevant bodies (for example, feeder schools).
- Accompany teachers and classes on educational visits.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support differences, ensuring all students have equal access to opportunities to learn and develop.
- Contribute to overall ethos/work/aims of the school.
- Recognise own strengths and areas of specialist expertise and use these to lead, advise and support others.
- Attend and participate in regular meetings, and in training and other activities as required.
- Attend meetings with line managers as required.
- Liaise with the Line Manager (SENCO) regarding timetable arrangements.
- Undertake the invigilation of tests.
- Provide support for the implementation of Access Arrangements, such as acting as a Reader or Scribe for a student as necessary.

Special Educational Needs

- Take a key role in the provision of support for students with special needs.
- Establish and develop productive working relationships with students, acting as a role model, and developing 1:1 mentoring arrangements when required.
- Work co-operatively with other members of staff in the LS department.

General:

- To work according to the School's policies and procedures.
- To work according to Health and Safety regulations being aware for your own safety and the safety of others.
- To undertake any other duties as necessary from time to time as may be reasonably requested.

This job description is not exhaustive, but gives a broad indication of the duties and responsibilities of the post. The post-holder will be expected, after due discussion, to co-operate with any changes which may prove desirable.

Additional Information

Ratcliffe College is an independent Roman Catholic day and boarding school founded by the Institute of Charity (known as the Rosminians) in 1847. It is located just off the A46 at Ratcliffe on the Wreake and is situated in beautiful grounds. With over 800 students ranging from age 3 to age 18. The School employs over 250 staff and whilst being a highly successful organisation maintains a friendly “family” culture.

The Learning Support Department comprises the SENDCo, Ms Liz Johanson, Deputy SENDCo, Mrs Eleanor Waters, both of whom hold a SpLD Postgraduate Diploma, Learning Support Co-ordinator and part time teacher Mrs Lucy Davids, 1 additional part time teacher, 3 Teaching Assistants, and a SEND assistant.

In the Senior School, students with a special educational need can attend Learning Support groups in place of one of their language options during Years 7 to 9 and by not taking a Modern Foreign Language at GCSE.

Terms of Employment:

Ideally we are seeking a maths specialist for this post however all applications will be considered.

This is a full time, term time only post of 35 weeks. Hours will be somewhere in the region of 8.15am to 4.15pm with some flexibility.

The salary is £17,082 including holiday pay. Salaries will be paid in equal monthly instalments.

5.6 weeks holiday pay is included in the above annual salary, all holidays **must** be taken during School holiday times.

This post is subject to Support Staff terms and conditions of employment.

Other benefits:

- Free parking
- Free lunch
- Free beverages throughout the day
- Contributory Pension Scheme
- Participation in the School Fee discount scheme after a qualifying period

The closing date for receipt of applications is 9.00am on Friday, 14 April 2023. The College reserves the right to interview ahead of the closing date.

Ratcliffe College is committed to safeguarding and promoting the welfare of children, therefore before a permanent appointment is made Child Protection screening, checks with past employers and an enhanced disclosure through the Disclosure and Barring Service must be satisfactorily completed.