



## **OUTLINE JOB DESCRIPTION LEARNING SUPPORT ASSISTANT LEVEL 1**

The following information is furnished to help Council staff and those people considering joining the City of Bradford Metropolitan District Council to understand and appreciate the work content of their post and the role they are to play in the organisation. However, the following points should be noted:

- 1 Whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings, therefore, may have been used below, in which case all the usual associated routines are naturally included in the job description.
- 2 Officers should not refuse to undertake work, which is not specified on this form, but they should record any additional duties they are required to perform and these will be taken into account when the post is reviewed.
- 3 Bradford is an Equal Opportunities Employer and requires its employees to comply with all current equality policies both in terms of equal opportunity for employment and access to the Council Services.
- 4 The Council is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

### **PRIME OBJECTIVES OF THE POST**

To support access to learning for students and provide general support to the teacher in the management of students and the classroom.

### **SUPERVISORY/MANAGERIAL RESPONSIBILITIES**

Assisting as a member of the classroom team in the supervision of students on work experience, trainees and voluntary helpers with whom the postholder is working.

### **SUPERVISION AND GUIDANCE**

To work under the direction/instruction of senior staff.

### **RANGE OF DECISION MAKING**

To make decisions within established working practices and procedures.

The postholder will be expected to use good common sense and initiative in all matters relating to:

- the conduct and behaviour of individuals, groups of students and whole classes
- the correct use and care of materials by individual and small groups of students
- the safety, mobility (if required) and hygiene and well being of the students

### **RESPONSIBILITY FOR ASSETS, MATERIALS ETC**

To maintain the confidential nature of information relating to the school, it's students, parents and carers. The provision, use and storage of equipment and materials used by students with whom the postholder is working. General responsibility for the care of all equipment and materials within the classroom/designated area of the college.

### **CONTACTS**

Internal at all levels, Parents/Carers, Governors, Community Groups, Health, Social Services, Police, Local Education Authority, Education Bradford, Contractors, External Agencies.

## **RANGE OF DUTIES LEVEL 1**

### **1. SUPPORT FOR STUDENTS**

- Supervise and support students ensuring their safety and access to learning, attend to the students' personal needs, and implement related personal programmes, including social, health, physical, hygiene, first aid and welfare matters
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Encourage students to act independently as appropriate

### **2. SUPPORT FOR THE TEACHER**

- Be aware of student problems/progress/achievements and report to the teacher as agreed
- Undertake student record keeping as requested
- Support the teacher in managing student behaviour, reporting difficulties as appropriate
- Administer routine tests and invigilate exams. Act as a reader/scribe as needed

### **3. SUPPORT FOR THE CURRICULUM**

- Support students to understand instructions
- Support students in using basic ICT as directed

### **4. SUPPORT FOR THE COLLEGE**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the college
- Appreciate and support the role of other professionals
- Attend relevant meetings as required
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtimes
- Accompany teaching staff and students on visits, trips and out of school activities as required
- To support, uphold and contribute to the development of the Council's Equal Rights policies and practices in respect of both employment issues and the delivery of services to the community

**NB** All employees of Grange Technology College are responsible for promoting and safeguarding the welfare of children and young people he/she is responsible for or comes into contact with.

**Personnel Specification  
Grange Technology College  
Learning Support Assistant**

Attributes	Essential	Desirable
<b>Experience</b>		<ul style="list-style-type: none"> <li>• Experience of working in a team situation</li> <li>• Working or caring for children or relevant experience e.g. voluntary organisation, parental caring responsibility</li> <li>• General technical/resource experience</li> <li>• Clerical/administrative</li> </ul>
<b>Qualifications</b>		<ul style="list-style-type: none"> <li>• Qualifications in English and Maths or equivalent e.g. Adult Literacy/Numeracy at Level 1</li> <li>• GCSE English &amp; Numeracy</li> <li>• Qualifications relating to post e.g. working with children</li> </ul>
<b>Training</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in in-service training</li> </ul>	<ul style="list-style-type: none"> <li>• Training in support work, youth work, child care</li> </ul>
<b>Special Knowledge</b>	<ul style="list-style-type: none"> <li>• The ability to speak fluently in Slovakian and/or Polish and English Language</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the needs of a multicultural society</li> <li>• An understanding of the issues relating to students who have additional learning needs, more able and special educational needs</li> <li>• Knowledge of childcare</li> <li>• Awareness of child development</li> </ul>
<b>Circumstances/ Personal</b>	<ul style="list-style-type: none"> <li>• Good attendance</li> <li>• Good time-keeping</li> <li>• Will not require holiday leave in term time</li> <li>• Flexible</li> <li>• Must be legally entitled to work in the UK (Asylum and Immigration Act 1996)</li> <li>• No contra-indications in personal background or criminal record indicating unsuitability to work with children/young people/vulnerable clients. (enhanced CRB check</li> </ul>	

	required)	
<b>Disposition and Attitude</b>	<ul style="list-style-type: none"> <li>• Ability to relate well to students their families and other adults</li> <li>• Ability to work constructively as part of a team</li> <li>• Ability to remain calm under pressure</li> <li>• Demonstrate good co-operative, interpersonal and effective listening skills</li> <li>• Demonstrate a commitment to working with children of the relevant age</li> <li>• Flexibility and willingness to accept change</li> <li>• Approachable, courteous and able to present a positive image of the school to callers and visitors</li> <li>• Maintain confidentiality in matters relating to the school, its students, parents and carers</li> </ul>	
<b>Equal Opportunities/ Child Protection</b>	<ul style="list-style-type: none"> <li>• Candidates should indicate an acceptance of, and a commitment to, the principles underlying the Council's Equal Rights policies and practices</li> <li>• Candidates should indicate their commitment to safeguarding and promoting the welfare of children and young people</li> </ul>	
<b>Practical and Intellectual Skills</b>	<ul style="list-style-type: none"> <li>• Good numeracy skills</li> <li>• Ability to use relevant technology after training if required</li> <li>• Keyboard/computer skills</li> <li>• Good standard of verbal/written English</li> <li>• Able to keep appropriate records</li> <li>• Ability to express oneself clearly</li> <li>• Ability to work pro-actively</li> </ul>	
<b>Physical and Sensory</b>	<ul style="list-style-type: none"> <li>• Must be able to perform all duties and tasks with reasonable adjustment, where appropriate, in accordance with the Disability Discrimination Act 1995</li> <li>• Ability to cope with the requirements of the post, which may include working with students who have emotional and behavioural or physical difficulties</li> </ul>	