



THE SIXTH FORM COLLEGE BROOKE HOUSE

JOB DESCRIPTION

Post Title: Learning Support Assistant

Scale:

Responsible to: Head of Inclusive Support

The central objective of this post is to contribute to the college's first strategic aim: to raise achievement and standards.

Duties

- To support students with Special Educational Needs and Disabilities (SEND) by facilitating the development of self-supporting strategies towards independence and by providing additional support both in and out of class.
- To lead the collaboration between students, teachers, parents and other stakeholders in the planning of a student's support provision, designed to enable both academic and personal development.
- To contribute to the colleges provision map by planning and providing skill development sessions
- To support the Head of Inclusive Support in undergoing statutory reviews of Education, Health and Care Plans, and ensuring that the students voice is fully considered during review meetings.
- To work with our students with the intention of taking appropriate measures to ensure they meet aspirational academic and personal goals through target setting and referrals to external agencies
- To track and monitor the progress of individual students and to liaise with parents, carers and external professionals to boost the achievement of students and improve attendance and punctuality.
- To respond to safeguarding concerns by following the college's published safeguarding policy
- To commit to a plan of professional development and training agreed alongside the Head of Inclusive Support
- To attend and contribute to parents evenings and Inclusive Support Forums.
- To undertake any other duties commensurate with the post.

Person Specification

	Desirable	Essential
A degree in a relevant subject	*	
Good literacy and numeracy skills / qualified to at least Level 2 or GCSE		*
Commitment to undertaking personal development opportunities and training		*
Ability to give both subject-specific and study skills advice		*
Commitment to encouraging students at all levels to aspire, study and achieve		*
An ability to work with individual students or groups of students, to intervene effectively and to liaise with partners such as parents and outside agencies in order to raise achievement		*
Good organisational skills and attention to detail		*
A willingness to promote high standards for students with Special Educational Needs and Disabilities		*
Enthusiasm to work with people with Special Educational Needs and Disabilities		*