



## CHADSGROVE EDUCATIONAL TRUST SPECIALIST COLLEGE JOB DESCRIPTION

**POST:** LEARNING SUPPORT ASSISTANT – GRADE TA2

**GRADE:** Spinal Column Point 5-6

**REPORTING TO:** Principal and Vice Principal

### MAIN PURPOSE OF JOB:

To support the College Vice Principal and Tutors with their responsibility for the development and education of students by utilising detailed knowledge and specialist skills.

### GENERAL DUTIES

- To maintain personal and professional development to meet the changing demands of the job and participate in appropriate training activities
- To undertake such other duties, training and/or hours of work as may be reasonably required and which are consistent with the general level of responsibility of this job
- To undertake health and safety duties commensurate with the post with consent of employee and/or as detailed in the College's Health and Safety Policy

### SPECIFIC DUTIES

#### 1. Under the direction and control of the Vice Principal/Tutor:

- To support in the development and education of students, including the provision of specialist skills as appropriate
- Supervise the activities of individuals or groups of students to ensure their safety and facilitate their physical and emotional development
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of all students
- Monitor individual students' needs, progress, achievements and condition and report these to the designated supervisor as appropriate
- Actively engage in the pre-determined educational activities and work programmes and assist in personal and individual development of individuals or groups of students
- Assist the Vice Principal/Tutors with learning activities generally both within and away from the classroom
- Contribute to the planning of work
- Display and present student's work
- Prepare and organise teaching resources including the checking and maintaining of equipment and materials
- Assist with the general supervision, counselling and discipline of students and students, within the procedures of the College
- Assist the Vice Principal/Tutors in liaising with parents/carers and professionals
- Assist at an appropriate level with the provision of general care and welfare of students including:
  - Assistance with personal care/hygiene routines and the changing of soiled clothing
  - Assistance with student's injuries and where qualified, administration of basic first aid

- Following consultation and agreement, assist with the administering of medicines under the direction of the appropriate supervisor in the College
- Assistance with the identification and monitoring of student's general health and welfare
- Assist in the implementation of programmes designed by other professionals
- Adhere to and maintain College routines and codes of conduct, supporting the ethos of the College
- Promote students' independence in learning, and reinforcing their self-esteem through praise and encouragement
- Maintain personal and professional development to meet the changing demands of the job by participating in appropriate training activities
- Undertake any other duties as reasonably required by the Vice Principal and Principal

**2. Under the direction and control of and with an educational plan provided by, the Vice Principal/Tutors:**

- Supervise the activities of individuals or groups of students to ensure their safety and facilitate their physical and emotional development
- Use specialist skills to undertake those activities necessary to meet the physical and emotional needs of students
- Use specialist skills to foster the intellectual and social development of students
- Undertake those activities necessary to meet the physical and emotional needs of individuals and groups of students
- Undertake those activities necessary to foster the intellectual and social development of students
- Within competence, assist the Vice Principal/Tutors in the delivery of educational and developmental work programmes
- Monitor and report individual student's progress, achievements, needs and developmental needs to the Vice Principal/Tutors or designated supervisor as appropriate
- Assist the Vice Principal/Tutors in the planning of work programmes for individuals and groups of students

**ADDITIONAL POINTS**

- This post is subject to a DBS check, online checks and satisfactory references.
- In all contacts the post holder will be required to present a good image of the College as well as maintaining constructive relationships
- The Principal reserves the right to alter the content of this Job Description, after consultation, to reflect changes to the job or services provided, without altering the general character or level of responsibility
- Reasonable adjustments will be considered as required by the Equalities Act
- The duties described in this Job Description must be carried out in a manner which promotes equality of opportunity, dignity and due respect for all employees and service users and is consistent with the College's Equal Opportunities Policy