



JOB DESCRIPTION

Job Title:	Learning Support Assistant Primary (2 x vacancies)
Responsible to:	Head Teacher
Salary:	Competitive
Hours of work:	39 hours per week (term time plus training days)
Contract type:	Permanent

MAIN RESPONSIBILITIES:

Provide classroom support duties, including curriculum related tasks, under the direction of the teacher while responding to pupils' social, emotional and physical needs.

The main responsibilities of the post holder will usually include the following, which may be amended on a temporary or permanent basis depending on the requirements of the Trust.

- Engage young people in their learning both academic and socially;
- Assess the needs of pupils and use detailed knowledge and specialist skills to support pupils' learning;
- Establish productive working relationships with pupils, acting as a role model, and setting high expectations;
- Contribute to IEPs and support plans;
- Promote the inclusion and acceptance of all pupils within the classroom;
- Support pupils consistently whilst recognising and responding to their individual needs;
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities;
- Promote independence and employ strategies to recognise and reward achievement of self-reliance;
- Support in our enrichment program and external activities;
- Provide feedback to pupils in relation to progress and achievement;
- Organise and manage appropriate learning environment and resources;
- Work within an established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.

ADDITIONAL RESPONSIBILITIES:

- Be aware of, and comply with, key policies and procedures;
- Participate in training, other learning activities and performance development as required;
- Observe Safeguarding practices at all times, the post holder will have responsibility for promoting and safeguarding the welfare of children and young people throughout the Trust;
- Observe and comply with site rules and Code of Conduct at all times;
- Actively promoting anti-discrimination practices and the Trust's Equal Opportunities Policy in all aspects of employment and service delivery;

- All employees are required to carry out such other duties as may be reasonably allocated from time to time.

The above list is not exhaustive and other duties may be attached to the post from time to time. Variation may also occur to the duties and responsibilities without changing the general character of the post.

Note: We are committed to Safeguarding Children (see full policy details on our website). This post is subject to a disclosure and barring service check under the arrangements established by DBS.

To apply for the role please visit our website to download an application form at: <https://www.talbothousetrust.co.uk/jobs-at-talbot-house> alternatively please email the HR Department to request an application pack.

WE CAN ONLY ACCEPT AN APPLICATION FORM for this role. We are not able to accept CV's for this roles, if you submit a CV you will be contacted to complete an Application Pack. Please view our safer recruitment policy.

See advert for closing date information.

Interview and selection will take place soon after the close date on a date to be confirmed.