



Job description

JOB TITLE:	Learning Assistant- English (0.5 fte)
SALARY CODE:	Clapton Support Staff Range, Scale 5, Points 12- 17 (Pro Rata)
RESPONSIBLE TO:	Head of English
HOURS OF WORK:	<p>The post holder is required to work an 18 hour week. The actual hours will be agreed at the time of appointment to meet the needs of the academy timetable.</p> <p>The hours will include a 30 minute lunch break.</p> <p>When directed hours of work extend beyond the agreed times, the academy operates a TOIL policy. This post is Part Time (0.5 fte) and Term Time Only (TTO)</p>

POST RESPONSIBILITIES

- Working with teachers to plan, prepare and evaluate lessons and schemes of learning.
- Supporting students with preparation for assessments and exams.
- Promoting behaviour that supports learning.
- Using specialist guidance to inform leading, monitoring and evaluating of intervention sessions
- Delivering and overseeing 1:1 and small group sessions.
- Completing relevant SEN and EAL related paperwork.
- Completing relevant administrative duties
- Providing or contributing to oral and written assessments, reports and references
- Supervising students in the Learning Resource Centre
- Providing cover for colleagues
- Completing various pre and after academy duties
- Acting as a qualified First Aider, attending training and administering medicines (as appropriate)
- Participating in arrangements for preparing and supervising students for public examinations

Additional duties and tasks will be negotiated and agreed at the time of appointment and annual review.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the Academy in relation to the post holder's professional responsibilities and duties.

The post holder will be expected to carry out all duties in the context of and in compliance with all the academy's policies and procedures and in compliance with Clapton Girls' Academy Equal Opportunities Policies and Code of Conduct. All the above duties are to be carried out in line with current Health and Safety legislation.



ACCEPTANCE OF THE JOB DESCRIPTION BY POST HOLDER

I can confirm my acceptance of the Job Description as outlined above

NAME:

SIGNED:

DATE:



Person specification – Learning Assistant, English (0.5 fte)

QUALIFICATIONS	ESSENTIAL	DESIRABLE
5+ GCSE's A*- B, including English and Maths	✓	
Degree or equivalent in relevant subject (e.g. English or English Literature)		✓
Further relevant qualification i.e. HLTA, TLA, TESL, ESOL		✓

EXPERIENCE	ESSENTIAL	DESIRABLE
Experience of working within an educational environment or with young people	✓	
Experience of working with external agencies in an education setting		✓
Experience of delivering additional literacy programmes		✓

KNOWLEDGE AND SKILLS	ESSENTIAL	DESIRABLE
Excellent English, Maths and IT skills	✓	
Excellent interpersonal skills	✓	
Good administrative and organisational skills	✓	
The ability to prioritise workloads and work to given deadlines	✓	
Knowledge of different learning styles and needs	✓	
The ability to work as an effective team member.	✓	

PERSONAL QUALITIES AND ATTRIBUTES	ESSENTIAL	DESIRABLE
Proven tact and diplomacy when dealing with adults and children.	✓	
Reliable, honest and trustworthy.	✓	
The capacity to remain calm and to cope with the unexpected.	✓	
A commitment to following expectations with regard to professional behaviors and to being a role model for staff and students in relation to overall conduct to include the following: dress code, attendance and timekeeping.	✓	
A 'can do' attitude.	✓	
Energy, enthusiasm and commitment.	✓	
A commitment to safeguarding and promoting the welfare of children and young people and following the safeguarding policy.	✓	