MOUNT KELLY
Boarding and Day School
Boys and Girls, Aged 4-18

Learning Support Assistant

Working with guidance and support from Personalised Learning the Learning Support Assistant will address the needs of a particular student to help overcome barriers to learning.

Duties and Responsibilities

- Provide academic support on a one-to-one basis to an allocated student working with the pupil timetable.
- In class guidance to help the student understand their learning objectives.
- Support academic staff in the delivery and implementation of the agreed learning activities/teaching programmes, adjusting activities according to pupil responses/needs.
- Support access to learning using appropriate strategies, resources, etc.
- Assist the pupil with organisation including use of ICT resources to store lesson material and complete prep.
- Work with other staff in planning and adjusting learning activities as appropriate.
- Monitor students' responses and progress through observation and record where support is given.
- Provide objective and accurate feedback and reports as required to other staff on ensuring the availability of appropriate evidence.
- Establish professional and supportive relationship with the pupils to develop confidence and independent learning skills.
- Support the medical and personal care needs of the allocated pupil in accordance with their EHCP, healthcare plan and school policies, including undertaking appropriate training and providing emergency assistance if required.

Personal Specification

Skills and Knowledge	• Excellent communication skills • Ability to relate and empathise with students in need of support and to develop trusting and respectful relationships with them • Ability to present tutorial sessions so that student is actively engaged • Able to manage time and prioritise tasks
Qualifications/ Experience	• Experience of working with or supporting young people • Previous experience of tutoring students • Experience of using positive strategies to overcome barriers to learning • Previous experience of working within an educational setting
Other Requirements	• Satisfactorily meeting the School's employment checks – Disclosure and Barring Service (DBS) check, references, qualifications and legal entitlement to work in the UK

The Job Description provides a guide to and general description of the duties and responsibilities of the role and may be amended. It is not exhaustive and the post holder should be willing to undertake any other related tasks, as may be reasonably required.

The post-holder should be aligned with the School's values:

COMPASSION
Empathy Tolerance Kindness
We treat others with compassion; demonstrating empathy, tolerance and kindness in all that we do

COURAGE
Determination Resilience Grit
We act with courage; demonstrating determination, resilience and grit in the face of both opportunity and challenge and always striving to learn through life's journey

HUMILITY
Modesty Gratitude Selflessness
We behave with humility; we are modest in our success, grateful for our blessings and selfless in the way that we share them

RESPECT
Courtesy Service Consideration
We value and respect every person equally; always seeking to serve those around us and treating all with courtesy and consideration

COMMITMENT
Dedication Loyalty Endurance
We demonstrate commitment to our School and to those around us, making the most of opportunities available; we are dedicated, loyal and always endure through to the end

INTEGRITY
Honesty Decency Morality
We value integrity above all; we are honest with ourselves and others, conducting our lives with decency whilst striving for the highest moral standards

Mount Kelly is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post-holder will be engaged in regulated activity with children and has a duty to protect the welfare of children. Child protection training is a statutory requirement in order to provide proper care to vulnerable pupils and be able to implement safe working practices.