Ribston Hall High School

Job Description
Learning Support Assistant

Job Purpose

To work as part of the wellbeing Team in supporting the academic progress of students not in class or with reduced curriculum.

Main Duties and Responsibilities

(a) To understand and develop the particular educational needs of students using the 'workzone'

(b) To help develop study and organisational skills and promote independent learning

(c) To help keep students on task and motivated when out of a classroom environment

(d) To help build student's confidence and self-esteem

(e) To liaise with teaching staff to ensure that students in workzone have appropriate work and are up to date with expectations

(f) Support individual students in the classroom environment if appropriate

(g) Build and maintain successful relationships with students, treat them consistently, with respect and consideration

(h) Work as part of the Wellbeing Team in relation to individual students, liaising, advising and consulting where appropriate.

Qualifications and Experience

(a)A good general education
(b)Good ICT knowledge and the ability to learn new software systems
(c)Excellent Communication skills
(d)Ability to prioritise and work to deadlines
(e) Some experience of working with children in a caring capacity

Supervision Received

Responsible through the Inclusion Co-Ordinator & Finance and Facilities Manager to the Head Teacher.

Principal Contacts

Wellbeing Team, Teaching Staff, Other Associate Staff, Students, Parents, outside agencies.

Special Conditions

November 2016

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such temporary variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

November 2016