

ROYAL ALEXANDRA AND ALBERT SCHOOL



JOB DESCRIPTION

Job Title: Learning Support Assistant (Learning Coach)

Responsible to: SENCO

Role of the Learning Coach

The Learning Support Assistant (Learning Coach) works as part of the Enhanced Learning Team and in partnership with school staff and other professionals to support students to achieve their best academically and to thrive within the school community,

Key responsibilities

- Understand specific learning needs and styles and provide appropriate support to pupils individually and in groups.
- Establish effective relationships with pupils, acting as a role model and setting high standards.
- Encourage and support pupils to interact and work cooperatively with others.
- Implement agreed learning activities/teaching programmes, adjusting activities according to pupil needs/responses.
- Promote independence and employ strategies to recognise and reward self-reliance.
- Fulfil the role of Key Worker for named pupils, including working with the pupil to produce, share and review pupil passports, liaising with carers as appropriate.
- Work with the teacher to establish an appropriate and effective learning environment.
- Use strategies, in liaison with teachers, to support pupils to achieve targets.
- Monitor and evaluate pupils' responses to learning activities through observation and recording of achievement against learning objectives and targets.
- Deliver small group and one-to-one provisions as required, and provide feedback on impact.
- Liaise with parents/carers and participate in meetings with parent/carers when required.

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- Promote positive values, attitudes and good pupil behaviour, dealing promptly with issues in line with established whole school policy and encourage pupils to take responsibility for their own behaviour.
- Administer and assess routine tests, invigilate exams and support access arrangements.
- Accompany teaching staff and pupils on educational visits, trips and out of school activities as required and take responsibility for a group under the supervision of a teacher.
- Attend regular team meetings as required.
- Participate in training and other learning activities/ professional development as required and agreed.
- Be aware of, and comply with, policies and procedures relating to child protection and safeguarding, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Support the aims and ethos of the school of the Enhanced Learning Team in line with defined policies.

Person Specification:

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good GCSE pass in 5 subjects, including English and Maths 	<ul style="list-style-type: none"> • Evidence of extended/ further study
Experience, knowledge and skills	<ul style="list-style-type: none"> • Able to develop positive relationships with staff and students. • A genuine interest in the learning and well-being of young people. • Be able to work on your own initiative without supervision. • Be able to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. • Good communication, planning and organisational skills • Ability to use MS Office 	<ul style="list-style-type: none"> • A knowledge of school systems and procedures • Experience of working in a junior or senior school • Experience of working with young people • Ability to use SIMS
Personal	<ul style="list-style-type: none"> • Hardworking • Enthusiastic • Resilient • Flexible • A strong team player • Good sense of humour 	

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The Royal Alexandra and Albert School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including an Enhanced DBS check