

JOB DESCRIPTION

This is a Fixed Term Contract for one year – 1 September 2017 to 31 August 2018.

- JOB TITLE:** Learning Support Assistant (LSA)
- REPORTS TO:** Head of Learning Support
- HOURS OF WORK:** Monday to Friday 8.30am to 3.45pm term time only
- RATE OF PAY:** £12 - £13 per hour (Subject to qualifications and experience)

JOB PURPOSE:

To support the education of a pupil with Moderate Learning Difficulties aged 6. A visit to the school is recommended so that you can meet the child you would be working with.

Staff at Aldenham Prep School are expected to ensure that an atmosphere of mutual respect exists between them and pupils by following school policies and practices.

DUTIES:

- assist with planning & preparation of individual lessons to meet the outcomes of the child's Education and Health Care Plan;
- support the child to achieve the lesson objective as directed by teaching staff by delivering lessons & activities;
- encourage & aid the pupil to learn as effectively as possible within a group or on their own;
- select and make good use of learning resources which enable teaching objectives to be met;
- monitor & evaluate pupil's progress, maintaining pupil records;
- provide feedback as required;
- use specialist knowledge or experience to support the pupil's learning;
- use initiative to develop & implement actions that will promote the integration of the pupil with peers;
- attend relevant meetings including Parents' Consultations;
- develop an understanding of the specific needs of the pupil & establish a supportive relationship to build self-esteem and confidence.

No description of responsibilities can be fully comprehensive and this job description is subject to review and modification as necessary. The Learning Support Assistant is also required to carry out other reasonable duties as are from, time to time, required by the Headmistress.

Person Specification	
Experience and qualifications	<ul style="list-style-type: none">• School and Early Years Foundation Stage experience is preferable but not essential• NVQ Level 3 or equivalent
Skills	<ul style="list-style-type: none">• be able to take initiative;• have the ability to build positive relationships;• be able to work as part of a team with a teacher and other staff;• communicate effectively (both orally and in writing); and• have good IT skills.
Personal characteristics	<ul style="list-style-type: none">• Approachable• Committed• Reliable• Enthusiastic• Organised• Resourceful• Flexible and adaptable

Applications will only be accepted from candidates completing the enclosed Application Form in full. CV's will not be accepted in substitution for completed Application Forms but may be included along with the application form. Applications should be addressed to Mrs Debbie Clarke, Human Resources Manager, Aldenham Foundation, Aldenham Road, Elstree, Hertfordshire WD6 3AJ

Aldenham Prep 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 is subject to an enhanced Disclosure application to the Disclosure and Baring Service and check against the ISA barred list for Children.