



SLOUGH AND ETON CHURCH OF ENGLAND BUSINESS AND ENTERPRISE COLLEGE

JOB DESCRIPTION

Effective Date:

Post Title:	SIXTH FORM LEARNING ASSISTANT	Post Holder:	
Responsible to:	Head of Sixth Form		

Main Purpose of Job

To help support Sixth Form students by supporting their learning within a Sixth Form study area or areas. To work with the Head of Sixth Form and the Head of Year 12 and 13 to ensure independent study areas and the learning within are of an acceptable standard. To ensure the independent study areas are fully equipped to meet the needs of students in study periods.

Main Accountabilities

Responsible for:
Supporting the running of one of the School’s supervised study rooms. This will involve supporting students with their independent study.

Ensuring the study room is a purposeful environment where students can complete their work to the required standard.

Developing good relationships with all students by establishing a positive, professional presence within the Sixth Form and responding appropriately to individual needs.

Encourage the development of academic skills such as time management, independent learning, revision techniques and research skills through individual and group activities.

Working closely with the Sixth Form Team to ensure that student’s potential success is maximised.

Duties
This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

Managing standards and the Learning Environment of a Study Room

1. Assist in the educational and social development of students under the direction and guidance of the
2. Provide support for individual students and small groups of students outside the classroom to enable them to participate fully in learning tasks.
3. Assist subject teachers with maintaining student records.
4. Support students with emotional or behavioural problems and help develop their social skills.
5. Attend review meetings for target students as required.

Administrative Duties

1. Support subject teachers in knowing how the independent study area can support learning in class by knowing useful websites and resources available to students.
2. Undertake other duties from time to time as the Headteacher requires such as supporting teacher cover, acting as reader or scribe for public examination access arrangements, more detailed record keeping and administration at key times of the academic year.

Standards and Quality Assurance

- Support the aims and ethos of the school.
- Set a good example in terms of language, dress, punctuality and attendance.
- Attend team and staff meetings.
- Undertake such training as may contribute to professional development and to the pool of expertise within the school.

Other

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- At all times operating within the school's equal opportunities framework.
- Carry out any other duties as directed by the Headteacher, as may from time to time be agreed, in accordance with the nature of the job as described above.

Health & Safety

You are required to be aware of and comply with the school's Health and Safety policy at all times and act proactively in all matters relating to health and safety.

Confidentiality

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Slough and Eton School or to the health and personal affairs of students and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

GDPR

During the course of your employment, you will have access to data and personal information which should be managed in accordance with the General Data Protection Regulations (GDPR).

Safeguarding Children

In accordance with the Trust's commitment to follow and adhere to the most recent versions of the Department for Education's (DfE) guidance entitled "Keeping Children Safe in Education" and "Safeguarding Children and Young People and Young Vulnerable Adults Policy" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People.' You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and dispatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Signed by

XXXXX

Date:



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PERSON SPECIFICATION

LEARNING SUPPORT ASSISTANT

	Essential	Desirable
Qualifications <ul style="list-style-type: none"> ▪ Good basic level of education including GCSE or equivalent in Maths and English ▪ Evidence of further qualifications NVQ level 3, ELKLAN level 3, HLTA or Degree 	✓	✓
Knowledge and Skills <ul style="list-style-type: none"> ▪ Knowledge of the current educational framework ▪ Excellent interpersonal and communication skills, both written and spoken ▪ Ability to work independently, take initiative and manage change ▪ Competent ICT skills ▪ Manage workload effectively and prioritise tasks ▪ Behaviour management skills ▪ Ability to plan and implement learning strategies ▪ Ability to share knowledge to support colleague development ▪ Ability to work individually and as part of a team 	✓ ✓ ✓ ✓ ✓ ✓ ✓	✓ ✓ ✓
Experience of: <ul style="list-style-type: none"> ▪ Working in an educational setting ▪ Coaching and mentoring ▪ Learning strategies 		✓ ✓ ✓
Personal Qualities <ul style="list-style-type: none"> ▪ High quality communication skills ▪ A sense of humour ▪ A flexible and adaptable approach ▪ A desire to continue to learn and develop within the role ▪ The ability to motivate others to perform and develop ▪ Resilience and determination to be successful ▪ Ability to work well under pressure ▪ Commitment to safeguard and promote the welfare of children and young people 	✓ ✓ ✓ ✓ ✓ ✓ ✓ ✓	