

**Job Description for Learning Support Worker  
Alderwasley Hall School and Sixth Form**

**JOB TITLE:** Learning Support Worker

**MAIN LOCATION:** Alderwasley Hall School Lower Site & Upper site

**RESPONSIBLE TO:** Learning Support Worker Manager

**JOB PURPOSE:**

Work within the team of Learning Support Workers, under the leadership of the Learning Support Worker Manager's to provide support for students within the school ensuring high quality education and improved standards of learning and achievement.

In addition, you are required to undertake the following responsibilities, which may, or may not, be included above:

**Support for students**

1. Supervise and support the activities of individuals (1:1 support) or groups of children within the educational day/setting, ensuring their safety throughout.
2. To initiate a positive learning environment and demonstrate unconditional positive regard where our young people can feel valued and encouraged to obtain the skills they need to achieve.
3. In line with the school's ethos and behaviour management policy, consistently and realistically support students with behavioural, emotional and social development needs.
4. Encourage and implement the use of therapeutic and educational tools to aid both academic and non-academic progression.
5. Support the achievement of targets and removal of barriers to learning set within the short- and long-term targets as referenced in the annual review.
6. Supporting students to access educational activities off-site, including the local community.
7. Establish a constructive relationship with students and interact with them according to individual needs within professional boundaries.

8. Provide feedback to students in relation to progress and achievement under the guidance of a teacher and Key team.
9. Always be a positive role model for students regarding dress and positive interactions.
10. Always adhere to the school ethos of Unconditional Positive Regard.
11. It is a requirement of this post to drive company vehicles and transport students as required if you meet the driving criteria.

### **Support for Teacher/Therapist/School**

1. Provide support to teachers and therapists in the evaluation and delivery of learning activities for learning activities.
2. Contributing to organising effective learning environments and maintaining appropriate records.
3. Undertake routine marking in line with subject policies and guidance of subject teacher.
4. Contribute information to student records and documents
5. Establish constructive relationships and liaise with parents/carers as appropriate under the guidance of a teacher or therapist.
6. Monitor students' engagement and responses to learning activities and record achievement/progress as directed.
7. Provide regular feedback to teachers and therapists on student achievement, progress and barriers.
8. Promote positive student behaviour, dealing promptly with conflict and incidents and reporting in line with school policy.
9. Administer routine tests and invigilate exams.
10. Support the use of ICT in learning activities and develop students' competence and independence in its use.-
11. Participate in training and other learning activities, meetings and Continuing Professional Development as required (e.g. provide mentoring for a peer).
12. Be aware of and comply with all company policies and procedures such as Safeguarding, Child Protection, Equal Opportunities, Health and Safety, security, Confidentiality and Data Protection; reporting all concerns to the appropriate person.
13. To administer medication for students that require this in line with policy, procedures, regulations and guidelines and to be available for specific training and observation.

14. Attend and participate in meetings about students as requested by class teacher / Assistant Headteacher.
15. Be aware of and make a positive contribution to the overall ethos/work/aims of the school.
16. Work within the spirit and intentions of the Equal Opportunities and Equality & Diversity policies and procedures and report any concerns to your line manager immediately.
17. Cooperate with the Company to ensure compliance with the law
18. To undertake any such duties reasonably expected of a Learning Support Worker, such as participating, supervising or encouraging within PE and Swimming lessons as required by the teacher, company policies and operating procedures.

**You as an employee are required by The Health & Safety at Work Act 1974 to:-**

1. Take reasonable care for the health and safety of yourself and others who may be affected by what you do or don't do
2. Cooperate with the Company to ensure compliance with the law
3. It is your professional responsibility to help protect those in our care and keep yourself and colleagues safe. Where you are required to provide close contact care, support or any level of physical intervention you will be required to wear PPE and take part in regular Coronavirus testing, this is mandatory across our services. In addition, you may be required to care for or support those who may have an illness, infection or virus such as Coronavirus (including asymptomatic cases), it is therefore strongly recommended that you have the Covid-19 vaccine and any required booster jabs where there is no medical or religious reason not to do so.

**And under the Management of Health and Safety at Work Act 1999 you as an employee are required to:**

1. Inform your employer of any work situation which you consider represents a serious and imminent danger and any shortcoming in the employer's protection arrangements for health and safety
2. Ensure you do not misuse or interfere with equipment provided for your safety or the safety of others

In addition, all staff in school will be expected to accept reasonable flexibility in working arrangements and the allocation of duties in pursuance of raising student achievement. Any changes will take account of salary/status/hours and will be subject to discussion, in accordance with the guidance note on contractual changes.