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| **Job Title:** Higher Learning Support Assistant – English or Maths (mainstream)  **Reporting to:** Learning Support Coordinator  **Base:** The Roundhouse |
| **Hours:** 20hours per week, 38 weeks per year (or pro rata as applicable)  **Contract Type:** Permanent  **Holidays:** 20 days pro rata plus 8 bank holidays and 6 college closure days where applicable pro rata  **Salary:** £26,174 per annum FTE, actual salary £11,588. |
| **Job Purpose**  The primary focus is to undertake specified work with individuals, groups or whole classes with High Needs and/or an Education Health and Care Plan in English or Maths classes to ensure all students reach their full potential.  This role will also deliver 1:1 coaching sessions outside of the class to support students with their gaps in knowledge in relation to English / maths. |
| **Key Responsibilities**   * **Classroom Support:** Assist the English/maths teachers in the delivery of engaging and effective lessons. Take responsibility for supporting individuals or small groups who have an EHCP or are High Needs. * **Interventions:** Plan and deliver targeted interventions for students who need additional support in English/maths, particularly those with learning support needs or have an EHCP. * **Curriculum Development:** Work with the English/maths department to develop and adapt curriculum materials to meet the diverse needs of students for out of class coaching, including study skills. * **Assessment and Feedback:** Assist in the assessment of students' progress, provide feedback, and maintain accurate records. Support teachers in preparing and marking assignments and exams. * **EHCP outcomes:** update students EHCP outcomes/goals to track progress and performance. * **Student Wellbeing:** Promote positive behaviours and good study habits among students. Provide pastoral support and guidance as needed. * **Resource Management:** Help organise and manage classroom inclusive resources, including digital tools and materials for teaching English/maths, supporting students to become independent. Plan and prepare 1:1 or group sessions independently (or with teachers where appropriate), evaluating and adjusting lessons/work plans. * **Student Engagement:** contact parents/carers in relation to good news and concerns in relation to student attendance at English or maths classes to improve attendance levels. * Proactively promote and comply with all relevant College practice, guidelines, policies and procedures, and legislation, including but not limited to: Safeguarding, Equality and Diversity, Health and Safety, and Data Protection. * Undertake any other duties and responsibilities as may be reasonably required by senior personnel in response to changing demands in personal, sectional or the College’s workload. |
| **Person Specification** |
| **Competencies**  **Essential**   * Experience working in an educational establishment as an LSA/TA particularly within an English/maths department. * Proven ability to plan and deliver effective lessons or interventions. * Strong communication and interpersonal skills. * Ability to work collaboratively with teachers, parents, and students. * Patience, empathy, and a positive attitude. * Ability to motivate and inspire students. * Strong problem-solving skills and adaptability. * Commitment to continuous professional development |
| **Knowledge & Experience**  **Essential**   * Knowledge and understanding of effective student engagement practices. * Knowledge of Ofsted, Education Inspection Framework * Knowledge of FE Provision * Possess a sound understanding of diversity, equality, British values and social inclusion issues. * Experiences of working with students with social, emotional and behavioural support needs. * Experiences of working with students who have High Needs and / or an EHCP who attend mainstream post-16 programmes. * Expertise in implementing effective strategies/ programmes to improve life chances for young people   **Desirable**   * DCG systems and data analysis |
| **Qualifications**  **Essential**   * Higher Level Teaching Assistant Level 4 or equivalent qualification (or willing to work towards) * Level 2 English and maths qualifications   **Desirable**   * Mental Health First Aider |