# Role Description

## Role Title: LEARNING SUPPORT TEACHING ASSISTANT

## Reports To: Head of Learning Support

Uppingham School, founded in 1584, is a leading co-educational independent boarding school. Its 840 pupils, aged 13-18, are accommodated in 15 boarding houses, taught by over 20 academic departments, and participate in numerous extra-curricular activities such as sports, music, and drama. The academic programme is supported by business units responsible for marketing, estates, finance, human resources, IT, catering, cleaning, health and safety, and the School’s trading subsidiary. The School employs 700 staff, of whom about 120 are teaching staff.

The School is situated on a 120-acre estate with over 75 buildings

**JOB PURPOSE**

The Learning Support Teaching Assistant provides support for individual pupils with SEND, with a specific focus on literacy intervention, exam technique, effective use of access arrangements in public exams and pupils’ organisation of their workloads.

## Responsibilities

* To plan and deliver appropriate 1:1 / small group interventions for a case load of pupils
* To record progress and outcomes of interventions
* To create support plans, implement recommendations, and share with teachers and pastoral house staff
* To review support plans, in liaison with the Head of Learning Support
* To attend any meetings necessary to support the pupils
* To work as part of a team with the Head of Learning Support, Learning Support Administrator and Learning Support teachers
* The ability to provide varying levels of individual attention, reassurance, and support with learning tasks, as appropriate to pupils’ needs
* Monitor each pupil and modify or adapt learning activities and strategies to suit their needs and to achieve the intended learning outcomes
* Create learning resources and materials to support pupil progress
* Evaluate pupils’ learning needs and seek new teaching methods
* Provide pupils with constructive feedback in a way that reinforces pupils’ self esteem and promotes independence

**PERSON SPECIFICATION**

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| **Attributes** | **Essential** | **Desirable** |
| **Education and Qualifications** | A level qualifications | Degree  HLTA qualification |
| **Skills & experience** | Experience working with young people  Excellent communication skills  IT skills | Experience working with young people with SEND, eg dyslexia, ADHD, ASD.  Experience of working in a school |
| **Personal qualities** | Empathy for the needs of young people with SEND  Patience, understanding and a sense of humour  Ability to be flexible regarding scheduling of work  Excellent interpersonal skills, with a flexible, friendly and professional approach  A dedication to establishing positive relationships with pupils and understanding their needs  Confident and calm  Ability to work as part of a team.  A willingness to adapt to a wide range of duties within changing circumstances | |

TERMS AND CONDITIONS

**Working hours**

This position is term-time only. The School’s terms comprise 32 weeks in total each year.

The working hours will vary according to the number of pupils who need support and their individual schedules.

**Salary**

This position will be on a zero-hours basis, with intervention sessions paid at the rate of £19.92/hour.

**Probationary period**

The probation period is six months, This position is temporary in the first instance, until the end of June 2024. There is potential for the role to be extended or made permanent.

**BENEFITS**

**Holidays** Holidays will be the School holidays. Bank holidays in term time are normal working days but there is flexibility for the LS Teaching Assistant to change the usual day of working in weeks where bank holidays fall in term time.

**Pension scheme** Defined contribution scheme: employee contribution matched by School by factor of two, up to 10% maximum (upon completion of probationary period).

**Benefits** 50% contribution to premiums for School’s private health scheme.

Free annual membership of dual-use Sports Centre (joining fee).

Free staff lunches in term time.

School fee discount scheme for children of staff

## Safeguarding

The post-holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, will be to adhere to and always ensure compliance with the School’s Safeguarding (Child Protection) Policy. If, while carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School’s Designated Safeguarding Lead or to the Headmaster.

**Note**

Please note this job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and Uppingham School in understanding the prime functions of the post.  It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post.