

## Mortimer Community College

### Job Description

<b>Job Title:</b>	Learning Support Assistant	<b>Department/Group:</b>	SEND
<b>Level/Salary Range:</b>	Band 4 SCP 6	<b>Reporting to:</b>	Senior Lead Practitioner
<b>Safer Recruitment Statement</b>			
Mortimer Community College is committed to safeguarding and promoting the well-being of children and young people and expects all staff and volunteers to share this commitment.			
<b>Main Objectives of Role</b>			
To provide support for teachers and students in improving standards across the school.			
<b>Job Description</b>			
<u><b>Key Tasks of the Post:</b></u>			
<p><b>1. You will provide support to students. You must:</b></p> <ul style="list-style-type: none"> <li>• Provide, where appropriate, one-to-one, group and in-class support for students in order to improve academic progress and learning in response to their individual needs.</li> <li>• Keep accurate and up to date records, contribute to student learning plans and report to teaching staff as required.</li> <li>• Support students in building self-esteem and in the monitoring of their own progress and attainment.</li> <li>• Work in close collaboration with teaching staff to plan and carry out appropriate educational activities for small groups and individual students in lessons.</li> <li>• Help students to build resilience, confidence and enhance their self-esteem.</li> <li>• Organise educational visits including the completion of all relevant documentation.</li> <li>• Supervise students on visits, trips and out of school activities as required.</li> <li>• Undertake planned supervision of students' out of hours learning activities.</li> <li>• Invigilate exams and act as a reader and/or scribe for students when required.</li> <li>• Liaise with parents or other relevant professionals where deemed necessary.</li> <li>• Develop study support opportunities for target students outside the usual school day and encourage students to take up extra-curricular educational opportunities offered by the school and community.</li> <li>• <b>Be responsible for your own administration and record keeping and for supporting the administrative systems in the school.</b></li> <li>• <b>Support the school's inclusion and raising performance policies and practices.</b></li> <li>• <b>Monitor and support identified students during break/lunch periods and any other unstructured times as required.</b></li> </ul> <p><b>2. You will support teaching staff in the provision of a high standard of teaching. You will:</b></p> <ul style="list-style-type: none"> <li>• Prepare materials and resources for learning plans and class delivery.</li> <li>• Undertake routine marking where necessary in line with school marking policy.</li> <li>• Be responsible for the writing and reviewing of Pupil Profiles.</li> <li>• Assist in planning and carrying out appropriate educational activities for individual students in lessons.</li> <li>• Reinforce learning.</li> <li>• Assist in keeping students on task and build motivation.</li> <li>• Assist in the use of the VLE platform for learning.</li> <li>• Support record keeping relating to student targets and performance.</li> <li>• Plan and create wall displays.</li> <li>• Complete daily individual student write-ups.</li> <li>• On occasion, be prepared to cover lessons.</li> </ul> <p><b>3. You will contribute to the school's overall achievement of its objectives. You will:</b></p> <ul style="list-style-type: none"> <li>• Comply with school and local authority policies and procedures relating to child protection, health and safety, data protection, equal opportunities, resource management and employment.</li> <li>• Maintain school, student and staff confidentiality.</li> <li>• Contribute to the overall ethos, aims and reputation of the school.</li> <li>• Support the key priorities identified in the current School Improvement Plan.</li> </ul> <p>Undertake training and development as required and use your own expertise to assist, where appropriate and necessary, with the training and development of fellow employees.</p>			
<b>Date:</b>	July 2025		

