

Mortimer Community College

Job Description

Job Title:	Learning Support Assistant	Department/Group:	SEND
Level/Salary Range:	Band 4 SCP 6	Reporting to:	Senior Lead Practitioner
Safer Recruitment Statement			
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.			
Main Objectives of Role			
To provide support for teachers and students in improving standards across the school.			
Job Description			
<u>Key Tasks of the Post:</u>			
1. You will provide support to students. You must: • 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. • Keep accurate and up to date records, contribute to student learning plans and report to teaching staff as required. • Support students in building self-esteem and in the monitoring of their own progress and attainment. • Work in close collaboration with teaching staff to plan and carry out appropriate educational activities for small groups and individual students in lessons. • Help students to build resilience, confidence and enhance their self-esteem. • Organise educational visits including the completion of all relevant documentation. • Supervise students on visits, trips and out of school activities as required. • Undertake planned supervision of students' out of hours learning activities. • Invigilate exams and act as a reader and/or scribe for students when required. • Liaise with parents or other relevant professionals where deemed necessary. • 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. • Be responsible for your own administration and record keeping and for supporting the administrative systems in the school. • Support the school's inclusion and raising performance policies and practices. • Monitor and support identified students during break/lunch periods and any other unstructured times as required. 2. You will support teaching staff in the provision of a high standard of teaching. You will: • Prepare materials and resources for learning plans and class delivery. • Undertake routine marking where necessary in line with school marking policy. • Be responsible for the writing and reviewing of Pupil Profiles. • Assist in planning and carrying out appropriate educational activities for individual students in lessons. • Reinforce learning. • Assist in keeping students on task and build motivation. • Assist in the use of the VLE platform for learning. • Support record keeping relating to student targets and performance. • Plan and create wall displays. • Complete daily individual student write-ups. • On occasion, be prepared to cover lessons. 3. You will contribute to the school's overall achievement of its objectives. You will: • Comply with school and local authority policies and procedures relating to child protection, health and safety, data protection, equal opportunities, resource management and employment. • Maintain school, student and staff confidentiality. • Contribute to the overall ethos, aims and reputation of the school. • Support the key priorities identified in the current School Improvement Plan. 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.			
Date:	Sept 2025		

