

Job Description

Job Title:	Learning Support Assistant/Academic Mentor
Salary:	Scale Point 18k to 20k (full time equivalent)
Responsible to:	Assistant Principal
Relationships:	<u>Internal:</u> Students, SENCO, Teaching staff and Learning Support staff and Administrative Team <u>External:</u> UTC Governors, Sponsors and Employer partners, LA and Council representatives, other UTCs, Schools, Colleges and Universities, Parents.

Main Purpose of Job:

The post holder will work as part of a **small team**, collectively providing support for identified students to enable them to make the most of their time at the UTC:

- To form strong, positive relationships with students across the UTC
- To provide learning intervention and support in conjunction with our SENCO and curriculum leaders

Main Duties and Responsibilities to include

- Work with teachers in planning, evaluating and adjusting work programmes/intervention strategies as appropriate
- Support the classroom teacher with behaviour for learning strategies and support general conduct across the UTC
- Monitor and evaluate students' response to these learning activities through observation and recording achievement against pre-determined learning objectives. Provide feedback to teachers and students.
- Be responsible for keeping records and updating systems as required by the teacher.
- Promote positive values, attitudes to learning and good pupil behaviour in line with the UTC PCR policy.
- Liaise with parents, staff and outside agencies where necessary
- Establish positive and productive working relationships with students and actively promote the inclusion of all students.
- Be aware and comply with policies and procedures relating to child protection, H&S, confidentiality and data protection. Report concerns to appropriate person.
- Attend, and participate in meetings and training activities as required.
- Undertake planned supervision of students out of school hours, and supervise students on visits, trips and out of school activities/catch-up sessions.

- Responsibility for a caseload of students; providing support to enhance their learning and social well-being
- To be a first aider for the UTC, providing support to students, staff and visitors

To carry out any other duties as reasonably required by the Principal that are commensurate with grade and nature of the post

Conditions

- Term time – 39 weeks
- Usual daily working hours total 36.5 hours per week:

Monday	8:15 am to 5:00pm
Tuesday	8:30 am to 5:00pm
Wednesday	8:15 am to 5:00pm
Thursday	8:30 am to 5:00pm
Friday	8:30 am to 3:30pm
- Holidays to be taken outside of term time except with the agreement of the Principal.

The post holder will have responsibility for promoting and safeguarding the welfare of children and young people s/he comes into contact with.

Whilst every attempt has been made to cover the main duties and responsibilities of this post, this list is not exhaustive and each individual task involved in the roles may not be identified. This job description is open to discussion at interview to meet a particular individual's strengths or personal development goals.

Furthermore, the exact nature of the post will be finally determined once the appointment has been made and reviewed annually. This will be in full collaboration with the successful candidate taking into account the individual skills and experiences they bring with them.

This post is subject to a criminal records check from the Disclosure & Barring Service (formerly CRB) as part of the UTC's responsibility for promoting the welfare and safeguarding of children. Further details regarding the checks are available by visiting <https://www.gov.uk/dbs>.