



Job Description Guidance Support Assistant L2L (Learning 2 Learn)

Cantell is a mixed comprehensive school for students aged 11-16

Salary Range: Grade 7

Responsible to: Under the day-to-day management and leadership of the Learning 2 Learn (L2L) lead

Key Responsibility: To assist in the support of L2L students within the School by supporting the work of the L2L team, SEN team, subject teachers and support staff.

The person appointed will perform the following key roles:

- To provide in class support for students with additional learning and behaviour needs
- To cover lessons when required
- To lead tutor time when required
- To be familiar with a range of teaching resources and strategies suitable for the needs of individuals or small groups and to use them effectively.
- To personalise teaching resources and strategies to meet the needs of an individual or a small group.
- To assist, when required with L2L students, on arrival and departure from school.
- To supervise all break times
- To liaise with the L2L team, SEN team, subject teachers and the Pastoral team regarding progress made, problems arising, and any difficulties with accessing work and/or resources.
- To assist in the compilation of student records and reports as required.
- To be familiar with a range of behaviour management strategies, and to actively support teachers in behaviour management and be able to reinforce agreed rules in working with students.
- To work effectively, as part of the L2L team and with other teaching staff in addressing the additional needs of students in L2L, as directed by the L2L lead.
- To act upon guidance provided by members of the L2L team, SEN team and other professionals.
- To attend student review meetings when requested.
- To work within the performance management process of the School, to evaluate performance and take full advantage of the training and development available.
- To assist on school visits and activities, and attend staff meetings as required.
- To invigilate examinations
- Other duties as reasonably assigned by the Headteacher and the L2L lead.
- To maintain regular contact with parents or guardians relevant to progress and behaviour in class.

All post holders are expected to support the school's aims, familiarise themselves with school policies and procedures and to reinforce these with students, parent and clients where appropriate.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment.

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All posts are subject to an enhanced DBS check.