



JOB DESCRIPTION

Job title: Learning Support Assistant

Responsible to: Deputy Head & Headmistress

Hours per week: FT 37.5hrs/PT (negotiable hours)

Weeks per year: Term time + 5 days (Inset)

Purpose of post

To work under the direct instruction of teaching/senior staff in order to support access to learning for students with SEND, ASD, ESOL, SEMH and any other need that arises.

Specific Duties Support for Students

- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities.
- Assist with the development and implementation of Student Passports and any other progress tracking reports.
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion and acceptance of all students, encouraging them to interact with others but also to act independently where appropriate.
- To work with students providing in-class and withdrawal support for individuals and, on occasions, small groups of students of any ability and in any curriculum area.
- Work with and act upon guidance provided by colleagues and other professionals such as Speech and Language Therapist and Educational Psychologist amongst others.
- Help with creating resources for students.
- Provide support for students with personal, emotional, social and behavioural problems, e.g. by giving time to listen to their concerns to enable students to feel valued and respected.

- Develop students' cognitive skills by reinforcing concepts or terminology or discussing a query raised by individual students, enabling them to understand the subject matter and task at hand.
- Develop students' problem-solving skills by providing opportunities for developing investigative skills and encouraging students to use a variety of information sources and seek a range of solutions.
- Encourage all students to take part in the extracurricular life of the school.
- To monitor and record the progress of students and write reports on EHCP students as necessary.
- To work with all staff as a mentor with individual students to provide 'solution focused' activities to overcome barriers to learning, both inside and outside school and thereby assist them in achieving their full potential.
- Assist in the overall raising of standards and achievements for students with SEND, through raising students' self-esteem, expectations and aspirations.

Support for Teacher

- Prepare classroom as directed for lessons and clear afterwards.
- Support and help to maintain a purposeful, orderly, safe and supportive environment, in accordance with lesson plans.
- Use strategies, in liaison with the teacher, to support students in achieving learning goals.
- Assist with the planning of learning activities.
- Support the teacher in managing student behaviour, reporting difficulties as appropriate.
- Gather/report information from/to parents/carers/students/teachers as directed.
- Administer routine tests, invigilate exams and undertake routine marking of students' work.
- Support and complement the work of subject leaders by utilising administrative time to complete the following:
 1. Responding to individual needs by personalising resources for an individual or small group;
 2. Assisting with assessing, recording and reporting (including verbal feedback to teachers and, on occasions, parents regarding student progress and attainment).
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

Support for the School

- Contribute to the vision and ethos of the school.
- Be aware of and comply with policies and procedures relating to child protection and

Safeguarding and all school policies including health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Attend tutor time in the morning and afternoon to support the tutor, and take the register when the tutor is absent.
- Supervise students out of lessons, at lunchtimes and before and after school if required, following consultation and agreement.
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Cover for absent colleagues when required.
- Maintain high standards in terms of personal presentation, attendance and punctuality.

Supervision Arrangements

The School will determine supervision arrangements in line with current management structures and the needs of the job.

Equal Opportunities

You will, at all times, carry out the duties and responsibilities of the post with due regard to the School's equal opportunities policies.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed.

This job description should be seen as enabling rather than restrictive and is subject to regular review.