



ARTHUR MELLOWS VILLAGE COLLEGE



JOB DESCRIPTION

This school/college is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

NAME:

JOB TITLE: HIGHER LEVEL LEARNING SUPPORT ASSISTANT

RESPONSIBLE TO: SENCO

LINE MANAGEMENT RESPONSIBILITY: NONE

BUDGET: NONE

INTRODUCTION:

Arthur Mellows Village College has a large SEN student cohort of varying needs. Each student of SEN is entitled to support that allows them to access school life fully on a day-to-day basis. It is the role of SEN staff to be able to respond to varying needs, based on the child's own additional needs. Some students of significant SEN needs may require more support than others, and a response is essential that encompasses every facet of their life.

OVERALL RESPONSIBILITY:

- Working under the direction of the SENCO to enable access to learning for all students, and to assist teachers in the management of students and the classroom.
- Support the SENCO in all admin matters.
- Liaison with staff, parents and external bodies.
- Support professionals in sharing students' progress.

SECTION 1 - DUTIES:

Supporting the Students

1. Under the guidance of the Class Teacher undertake work/care/support programmes to enable access to learning for students.
2. Take responsibility for adapting and delivering learning activities with individuals or small groups who would benefit from a different learning approach as agreed.
3. Encourage and promote the inclusion and acceptance of all students.
4. Monitor students' progression.
5. Support transition.
6. Support Exam Special Arrangements.
7. Aid the learning of students by:
 - Clarifying and explaining instructions;
 - Ensuring that the child is able to use the equipment and materials provided;
 - Motivating and encouraging the child as required;
 - Supporting students in respect of local and national learning strategies, e.g. literacy, numeracy, KS3, ICT etc;
 - Developing appropriate resources to support the student/students;
 - Helping students to concentrate and to finish the work set;
 - Liaising with the Class Teacher about Individual Education Plans (IEPs).
8. Provide feedback to students in relation to progress and achievement under guidance of the Teacher.
9. Being involved in providing personal care (to include toileting and feeding) for physically

disabled students.

10. Being involved in the day-to-day management of our SEN students and responding to their needs.
11. Becoming familiar and being involved in training of assistive technology.
12. Being willing to be involved in training that will focus on various SEN needs, to endeavour to meet need.

Supporting the Teacher

1. Organise the learning environment and develop classroom resources as required.
2. Monitor and track progress and provide feedback to assist in developing IEPs for children with additional needs.
3. Provide detailed and regular feedback to teachers on student's achievement, progress, problems, etc.
4. Contribute to the management of student's behaviour, including anticipating and taking action to prevent potential problems arising.
5. Undertake support activities for the teacher as required.
6. To attend required meetings.

Supporting the Curriculum

1. Undertake programmes linked to local and national learning strategies - e.g. literacy, numeracy, KS3, early years - recording achievement and progress and feeding back to the teacher.
2. Support the use of ICT in learning activities and develop students' competence and independence in its use.
3. Provide targeted support to enhance learning and improve attainment.
4. Liaise with external providers for courses.

Supporting the College

1. Be aware of, and comply with, policies and procedures, eg child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Develop and maintain effective relationships with other staff, parents and carers.
3. Attend relevant meetings as required.

Any other tasks, duties or services that may be reasonably requested.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Head of College or the incumbent of the post.

Compiled by:	
Approved by:	
Date:	