

## **Job Description – Learning Support Assistant**

**Job title:** Learning Support Assistant

**Department:** SEN

**Salary Range:** NJC Range 2 Point 6-12

**Contract Type:** Permanent

**Hours of Work:** Monday-Friday 09.00am – 3.00pm (25 hours a week)

**Working Weeks:** 39 weeks

### **Job Purpose**

To work with individual and small groups of students with SEN, under the direction of the subject teacher, in order to promote the inclusion of students with SEN in a mainstream class, and to provide support for teaching and personalised learning.

Line Managers: SENCO, Assistant SENCO and Learning Support Coordinator

### **Supporting SEN students' learning**

- Support students' learning across the curriculum, tailoring support to match learners' needs. Support students to become independent, cooperative and collaborative learners.
- Identify and remove barriers to students' learning.
- Adapt and customise materials and support teacher planning.
- Motivate and encourage students.
- Support students' concentration and their progress towards lesson objectives.
- Assist with the organisation of homework.
- Contribute to the management of SEN students' behaviour.
- Implement and monitor advice from external agencies.

### **Supporting Personal development of students**

- Encourage positive attitudes and good behaviour.
- Help students to develop good relationships with staff and other students.
- Promote self-esteem.
- Develop students' personal organisation.
- Carry out access arrangements for students with SEN during internal and public examinations

### **Providing Pastoral Support**

- Promote SEN students' well-being and resilience.
- Safeguard the welfare of SEN students.



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- Support the transition and transfer of SEN students.
- Act as a 'champion' and advocate for children with special educational needs

### **Working with colleagues**

- Support and maintain collaborative, productive working relationships with school staff and professionals from external agencies.
- Contribute to and support the work of the learning support team in school.
- Liaise with students, teachers and external agencies to support students' learning and well-being. Take responsibility in developing your own continuing professional development.

To undertake any further duties reasonably requested by the Headteacher or his/her representatives.