



# ARDEN ACADEMY

## Job Description

<b>Post:</b>	Learning Support Assistant
<b>Contract:</b>	Permanent, part-time 22 hours per week over 4 days of the week
<b>Salary:</b>	Band C
<b>Line Manager:</b>	Leader of Learning Support

## Overall Responsibility

To support children with Special Educational Needs within the School as directed by the Leader of Learning Support and SENCO.

To assist the Leader of Learning Support and SENCO in the administration of the Code of Practice and the department generally.

## Specific Duties

### Supporting Students

Deliver learning activities to students within an agreed system of supervision, adjusting activities according to student responses/needs, particularly those with EHCP plans.

Monitor and evaluate student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives.

Take an appropriate role in the development and implementation of appropriate behaviour management strategies.

Provide objective, accurate feedback and reports as required on student achievement progress and other matters, ensuring the availability of appropriate evidence.

Work with the school's agreed behaviour policy to anticipate and manage behaviour constructively, promoting self-control and independence.

Deliver exam dispensations for students who require additional support and to be flexible enough with time to be in work at the start and finish of student examinations even if these fall outside of contracted hours (any additional hours can be reclaimed in TOIL).

Challenge and motivate students, promote and reinforce self-esteem.

Participate in the marking of students' work and accurately record achievement/progress.

Encourage children to value their experiences and knowledge.

Make effective and efficient use of ICT for classroom and management support.

Be familiar and keep up to date with the school's systems and structures as outlined in policy documents including Health and Safety, Safeguarding and Child Protection policies.

Be familiar and up to date with SEND Code of Practice.

Supporting students in Homework, Reading, Maths and Spelling Clubs and Peer Mentoring.

Establish constructive relationships with parents/carers, exchange information, facilitate their support for their child's attendance, access and learning and support home to school and community links.

Establish constructive relationships with external specialists to ensure effective strategies are employed in classroom practices.

Provide advice and guidance as required and appropriate.

Develop and use effective communication systems appropriate to audience.

Provide support and encouragement to children and young people by:

- Clarifying and simplifying instructions;
- Ensuring students are able to use the materials provided and amending them if necessary;
- Motivating and encouraging students;
- Assisting in areas of weakness such as handwriting, reading, spelling;
- Helping students to complete homework and classwork;
- Encouraging the students to develop independent learning habits;
- Liaising with the class teacher to devise suitable alternative learning activities if required.

To take responsibility for specific areas of self-review within the department to support the ongoing improvement of students' learning experience within Arden and to underpin departmental improvement.

To support the extended school learning activities/interventions as designated by the Leader of Learning Support and SENCO.

### **Supporting the Leader of Learning Support and SENCO**

Keeping records of student progress and work undertaken.

Helping to update the SEND register.

Contribute to the collection of information for reviews of student progress.

Attendance at meetings with parents as required.

To attend relevant in-service training.

Attending regular departmental meetings to monitor the work of the department.

Attending staff briefings (if in school).

### **Health, Safety and Security**

Co-operate with the employer on all issues to do with Health, Safety & Welfare.

Support the School's implementation of all other current statutory requirements, e.g., Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection, Safeguarding.

## **Pastoral Care**

Deal with or report to the nearest member of the teaching staff incidents that are seen or reported regarding students' welfare.

## **Continuing Professional Development – Personal**

In conjunction with the Associate Headteacher, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.

Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available.

Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.

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 school 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 Associate Headteacher or the incumbent of the post.

Compiled by: HR	Revision Number
Approved by: Associate Headteacher	Revision Date - 14/11/2023