



# JOB DESCRIPTION

## Senior Learning Support Assistant

### Job Holder:

**Job Title:** Senior Learning Support Assistant

**Salary:** KSC

**Responsible to:** Inclusion Manager

**Contractual Hours:** 35 hours. Term time only.

### 1. PURPOSE OF JOB:

- To contribute to raising standards of student attainment, achievement and personal development by providing effective learning support to students with Additional Educational Needs
- To enhance the productive partnerships between teachers, students and the Additional Education Needs department
- To provide administrative support to the Inclusion Manager

### 2. PERSON SPECIFICATION:

- Is dynamic, professional, positive and resilient
- Has HLTA qualification or equivalent that demonstrates extensive experience working to support students with AEN in a secondary setting
- Has a good understand of ASC, ADHD, SEMH and dyslexia
- Has a diverse set of skills which enable you to work flexibly in the classroom / AEN area
- Has high expectations of both colleagues and students
- Is an innovative and reflective practitioner who is keen to learn
- Has a capacity for sustained hard work
- Has strong organisational and interpersonal skills
- Is self-motivated and can act independently on own initiative
- Shows a passionate commitment to equality of opportunity for all students
- Has a clear understanding of accountability and line management
- Has a firm commitment to Continued Professional Development both for self and colleagues

### **3. DIMENSIONS:**

**No Budget**

**No Subordinates**

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

### **4. PRINCIPAL ACCOUNTABILITIES:**

5. Provide 1-1 support within the classroom for designated students
6. To keep detailed records of learning / observations and provide students and teachers with feedback to inform of subsequent provision
7. To assist students learning with reference to the relevant National Curriculum and school assessment documents
8. To organise and deliver small group interventions
9. Provide effective support for colleagues
10. To work in close partnership with teachers / parents / carers to improve student outcomes
11. Keep abreast of current developments in Additional Educational Needs
12. Contribute to the management of pupil behaviour
13. Support the maintenance of pupil safety and security
14. Contribute to the safeguarding, health and wellbeing of pupils
15. To provide administrative and organisational support for the Inclusion Manager

### **5. SCOPE FOR IMPACT:**

- Students with Additional Educational Needs should be able to reach their potential, as indicated by their target grade, in line with other students. The role of Learning Support Assistants is to provide the support and encouragement to those students in order to enable this to happen

### **6. JOB CONTEXT:**

#### **Supervise**

- Additional Educational Needs students and other vulnerable students in the AEN area or in classes

#### **Provide Training**

- Use expertise on particular Additional Educational Needs to advise colleagues where appropriate

**Provide Services**

- Support specific students in a range of educational contexts in and out of school, including working with external agencies

**SAFEGUARDING**

The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

**CONFIDENTIALITY**

All employees must maintain strict confidentiality regarding sensitive and confidential student and staff information.

**HEALTH AND SAFETY**

All employees must take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health & Safety Policy. Health & Safety training to be provided.

Agreed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Job Title

Agreed By: \_\_\_\_\_ Date: \_\_\_\_\_  
Headteacher