



Learning Support Assistant

Job Description & Person Specification

Post Title:	Learning Support Assistant
Line Management:	SENDCo
Grade	Scale D
Working Time:	32.5 hours per week. Monday – Friday 8:15 – 15:15 (Half hour lunch break unpaid)

Specific Responsibilities

- To focus on helping students with their reading, writing and numeracy development by offering key interventions, catch up, pre-teach and strategies to help them progress.
- Assist teaching staff in implementing work programmes with individuals and groups, in and outside the classroom to ensure maximum impact on learning and report to the SENDCo on the progress made by those children with Special Educational Needs.
- Includes administering tests, monitoring and evaluating pupils and maintaining contact with parents and specialists. Can also involve whole class supervision in the short-term absence of the teacher.
- Contributes to lesson planning, pupil assessment and pastoral support.
- Works with students requiring additional support to improve their educational attainment.
- Deliver specific interventions
- Attend relevant training courses.
- The successful candidates work closely with the SENDCo
- Promote inclusion and acceptance of students while encouraging constructive relationships within the classroom and with parents.
- Establish positive working relationships with students, parents and staff
- Carry out specific administration tasks as requested by the SENDCo with efficiency and accuracy
- Demonstrate a positive approach to behavior management and support for children and their families Provide pastoral support to students as part of the Pastoral and SEN Teams
- Complete accurate online referrals and reviews by specific deadlines
- Oversee the process of referrals and register reports using SIMs and Excel
- With appropriate training / guidance provide personal care to students if required to do so, in discussion with the SENDCo and in line with the school's personal care policy
- Work must be completed in line with the Teaching Assistant Professional Standards

General Responsibilities
• Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. • Attend and participate in relevant meetings as required and participate in training and other learning activities and performance development as required. • Assist with the supervision of students out of lesson times, including before, during and after school and 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. • Contribute positively to improving students welfare, conduct and ability to learn • Promote and support the ethos of the school • Provide support for distressed students, and record any relevant information. • Liaise effectively with other schools and agencies • Establish constructive relationships and communication with other agencies/professionals, in liaison with teaching staff, to support achievement and attainment of students. • To attend and take an active part in full staff meetings. • To participate in appropriate meetings with colleagues and parents relative to the above duties. • Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Headteacher
Safeguarding
• Respecting confidential issues linked to home/students/teachers/college work and to keep confidence as appropriate. • To keep up to date with the School procedures for safeguarding and child protection, reporting any concerns to senior designated person.
Health and Safety
• Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions. • Co-operate with the employer on all issues to do with Health, Safety & Welfare.
Continuing Professional Development
• In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with 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 and Department Development Plans • Take full advantage of any relevant training and development available including First Aid Training • Additional training will be provided as required
Additional Expectations for Teaching Assistants on Scale E
• Complete all aspects of the Scale D Job Description with efficiency, accuracy to a consistently excellent standard

• Take full responsibility for leading specific all aspects of the curriculum for groups of students. This includes responsibility for writing the curriculum, implementing the programme of study, completing all feedback and assessment, liaising with exam boards / other agencies, reporting to parents and all other aspects of the programme planning and implementation. • Attend parents evenings as required (overtime can be claimed for this) • Consistently work in line with the Professional Standards for Teaching Assistants, Scale E.
General
• Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. • Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. • Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers. • This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Person Specification		
Experience	• 1 year's experience working in a similar environment. • Supporting students with Special Educational Needs	• Desirable • Desirable
Qualifications	• Good numeracy and literacy skills	• Essential
Skills, knowledge and aptitudes	• Enjoy working with and want to help children • Have a calm, relational approach to supporting children • Effective ICT skills with a knowledge of Microsoft Office • Effective verbal and written communication • Self motivated team member with the ability to work individually • Able to work on own initiative • Methodical and organised • Flexible and responsible approach • Ability to multitask and prioritise in a busy environment • Awareness of Safeguarding, GDPR and confidentiality expectations	• Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential • Essential
Personal qualities, skills and expertise	• Excellent Communication skills • Passion and enthusiasm to help young people to succeed • Effective Team member • Patience, determination, caring and a good sense of humour • Confident communicator	• Essential • Essential • Essential • Essential • Essential