



WOODBIDGE HIGH SCHOOL

Job Title: Learning Support Assistant

Department/Area of Work: Learning Support Department

Responsible to: Inclusion Co-ordinators -SENCO (daily duties) and the Director of Support Services (administration, personnel and resources matters)

Responsible for: Not applicable

Grade: Scale 3

Purpose of Job: To provide appropriate learning support assistance as identified by the SENCo.

Major Duties and Responsibilities:

1. Help identified students feel confident and be motivated about their class-work.
2. Assist identified students to read class materials and resources.
3. Help identified students with the spelling of words.
4. Help identified students to perform mathematical rules and solve problems.
5. Assist identified students with the presentation of their work/ structuring of extended written tasks.
6. Assist identified students to carry out tasks in practical subjects.
7. Record and scribe identified students' answers and responses to class tasks and activities.
8. Re-write or draw texts and materials, making them more accessible to identified students.
9. Carry out activities relating to students' Pupil Profiles where appropriate.
10. Monitor and evaluate students' responses to learning activities through observation.
11. Liaise with SENCo regarding Pupil Profiles.
12. Liaise with subject teachers in preparation for support in lessons
13. Deliver learning activities to students within an agreed system of supervision.
14. Attend annual review of EHCP meetings and make oral contributions where appropriate.
15. Act as a reader/scribe and/or amanuensis for identified students during examinations.

16. Liaise with parents, staff and outside agencies as appropriate
17. Maintain lesson records.
18. Take part in in-service training and other meetings as directed, and to disseminate information as appropriate.
19. Be aware of, and comply with, policies and procedures relating to child protection, health and safety, confidentiality and data protection, reporting all concerns to an appropriate person.
20. Contribute to the overall ethos, work, and aims of the school.
21. Accompany teaching staff and students on visits out of school, to be negotiated on request if accompanying a student without a teacher.
22. Take part in a rota of support over lunch times/break times.
23. Ensure compliance with the school's Health and Safety Policy, personally contributing to an environment that welcomes diversity and respects individuals.
24. Undertake the necessary training/development required in order to keep up to date with developments as identified through performance management.
25. Perform other such duties of a similar nature as from time to time may be required. Fundamental to fulfilling the responsibilities of this post is the ability to respond flexibly, positively and successfully to the school's ongoing needs.
26. Research for own knowledge, copy up notes for absent pupils and check pupils' work
27. Contribute to the delivery of a pupil one-to-one programme.
28. Monitor completion of coursework/organisation of pupils to meet deadlines, in collaboration with subject teachers and the student's key teacher.

This job description is a guide to the level and range of responsibilities the post holder will be expected to undertake. It is neither exhaustive nor inclusive and will be changed from time to time to meet changing circumstances and demands. It will not form part of the post holder's contract of employment.



PERSON SPECIFICATION:

JOB TITLE: Learning Support Assistant

-Essential (E) or Desirable (D) below

Experience:

- previous experience of working with children of a relevant age **(E)**
- previous experience of working in an educational environment **(D)**
- previous experience of Special Needs-related work **(D)**

Skill, Knowledge and Abilities:

- able to carry out set duties **(E)**
- possess appropriate personal skills **(E)**
- able to work using own initiative **(E)**
- possess an attention to detail **(E)**
- be receptive to new ideas and change **(E)**

Education and Qualifications:

- good standard of general education **(E)**
- good numeracy and literacy skills **(E)**
- sound ICT skills **(E)**
- first aid qualification (training will be provided) **(D)**
- willingness to complete an 'in house' induction programme **(E)**
- willingness to participate in development and training opportunities **(E)**

Personal Attributes:

- willingness to integrate into a team **(E)**
- able to relate well to children and adults **(E)**
- able to use own initiative to deal with situations as they arise, acting in line with school policies and instructions **(E)**
- have a friendly, co-operative approach to parents, pupils and staff **(E)**
- have a high level of personal drive and energy **(E)**
- willingness to work flexibly in terms of job roles and responsibilities **(E)**
- willing to promote a positive image of the school **(E)**

March 2009 (Grading subject to Single Status Exercise)