

St Helena School

Job Description

Learning Support Assistant

Responsible to: SENCO
Salary Grade: Scale 3, Points 5-6
Full time/Part time: 32.5 hours per week/39 weeks per year

Safeguarding Responsibilities

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

Job Purpose:

- Working with individuals or small groups of children in collaboration with teaching staff;
- Proactively supporting students with activities designed to enhance numeracy and literacy;
- Supporting SEN students in gaining the ability to utilise IT in the classroom;
- Promoting positive behaviour, raising esteem and encouraging an aspirational culture;
- Working with SEN students to foster their development as independent learners.

Duties of the post:

1. Supporting the Students on the SEN, Disabilities, More Able Registers, PPG or are not making the expected levels of progress:

a. To aid the student(s) to learn as effectively as possible and to reach their full potential in whole class, group or individual situations.

- (1) Using questioning to ensure students have understood instructions as to what they have to do, what they will learn and what outcome is expected of them by the end of the lesson.
- (2) Ensuring the student is able to use equipment and materials provided.
- (3) Motivating and encouraging the student.
- (4) Assisting in areas of weakness by:
 - Making notes for the student when lessons are missed or as the teacher is giving instructions, to be used in the work that follows.
 - Acting as scribe.
 - Reading textbook sections and questions.

- Developing reading skills through the paired reading scheme.
 - Helping students correct their work.
 - Enhancing key cognitive weaknesses by running small group / individual interventions.
 - Supporting student's understanding of homework tasks
- (5) Assisting students to remain on task and complete work – focusing on quality of work complete rather than quantity.
 - (6) Using questioning and feedback to develop student's skills, knowledge and understanding.
 - (7) Meeting the physical needs of students.
 - (8) Developing an understanding of individual student needs and methods of working.
 - (9) Assisting in planning and differentiation by offering suggestions or producing worksheets/resources to meet student needs.
 - (10) Encouraging independence.
 - (11) Communicating with the class teacher any student difficulties so the class teacher can address these in future lessons.
 - (12) Clarify with students what the next steps in learning will be.

b. To establish a supportive relationship with the students concerned.

c. To encourage acceptance and inclusion of all students within the school community.

2. Supporting the Learning Support staff:

- a. Participate in evaluation of the support programme.
- b. Administration of student reviews.
- c. Ensuring needs of new students are circulated to relevant staff.
- d. Any other duties assigned by the SENCO.

3. Supporting the School:

- a. Contribute to reviews of the students' progress.
- b. To attend relevant in-service training.
- c. To be aware of school procedures.

General

- To carry out any other reasonable tasks as may be required by the School
- The Sigma Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.