

**LSC Learning Support Assistant  
JOB DESCRIPTION**

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|------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>JOB TITLE:</b>      | Learning Support Assistant                                                                                                                                                                                                                                  |
| <b>Scale:</b>          | NJC Level 2a (point 3-4)                                                                                                                                                                                                                                    |
| <b>Hours:</b>          | 32 hours and 30 minutes a week term time only plus 5 training days                                                                                                                                                                                          |
| <b>RESPONSIBLE TO:</b> | Director of Inclusion (SENDco)                                                                                                                                                                                                                              |
| <b>JOB PURPOSE:</b>    | Under the instruction and guidance of teaching staff/line managers, to undertake educational activities and attend to the educational, personal and social needs of students in order to support their learning and development and to ensure their safety. |

**Main duties and responsibilities:**

**Learning Support Centre and departmental support**

- Administration including monitoring and recording students' targets
- Complete Records of Work for individual students.
- Keep up-to-date on students' individual needs and strategies to support them.
- Apply strategies with individual students in the classroom situation in order to develop independent learning and social skills
- Read, scribe or transcribe examinations, as and when necessary
- Attend Departmental and Support Staff Meetings as required
- To support individuals or groups of students as directed by subject teacher
- In the classroom situation, be aware of, and support, all students who may require support to complete specific tasks
- Liaise with classroom teachers about pupil progress and areas of difficulty
- Inform teacher of gaps in students' skills and/or knowledge
- To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by your HOD or SENCo
- Be open to taking advantage of training opportunities
- Build a rapport with students to facilitate effective support
- Encourage the accurate completion of written work with particular regard to punctuation, spelling and handwriting
- Help students to make use of strategies to support individual difficulties, including the use of computer software
- Help the student to read and understand the text and other stimulus material
- Pre-teach subject specific key words
- Liaise with classroom teacher to prepare for lessons
- Keep subject/classroom teacher and SENCo informed of progress/lack of progress of student

- Apply the school behavior management policy as necessary
- Identify other students who may have a Special Need and inform the SENCo
- Under direction of SENCo advise subject teacher of changes in circumstances of SEN students
- Carry out administration tasks within departments to enable teachers to work equally with all students.

**General**

- Undertake any other duties of a similar level and responsibility as may reasonably be required
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required.

Signed: \_\_\_\_\_

Print name: \_\_\_\_\_

Date: \_\_\_\_\_