



Learning Support Assistant

Job Description: Learning Support Assistant

Line Manager:	Overall Line Manager: SENCO or ShineTeachers
Main Purpose of Role:	To work under the direction of teaching staff and help students access the curriculum as appropriate.

Main Responsibilities:

1. Under the direction of the classroom teacher, and in line with any agreed special needs and other specialist plans provide support to individual students or small groups of students in the completion of a wide range of learning activities at all key stages within a secondary school environment. This will enable students to complete tasks to the best of their ability and includes but is not limited to: reading, writing, mathematics and other curriculum subjects in all Key Stages.
2. To take an individual student or small groups of students for interventions during tutor time or at specified times throughout the day and to mentor nominated pupils.
3. To develop an area of SEND specialism/knowledge (training will be provided) in readiness to support individual or small groups of students as and when required.
4. To support students with EHCPs which indicate SEN such as visual impairment, hearing impairment, challenges with mobility, to access the curriculum.
5. To provide support and encourage students to become independent learners, including discrete prompting and guiding, celebrating their achievements and inspiring confidence and trust.
6. To establish positive relationships with students by acting as a good role model and being aware of and responding appropriately to students' needs.
7. To help students develop their social and communication skills, encourage them to interact with others and engage in activities led by the teacher.
8. To help students gain access to the curriculum by ensuring effective use of differentiated instructions, and tasks.
9. To monitor student progress, keep appropriate records up-to-date and provide feedback on progress made and any observed difficulties in understanding or skills, to teachers and other relevant staff members so that appropriate targets/action plans can be identified.
10. To attend meetings with teachers, parents and other specialist professionals, contributing to student reviews and providing information on individual cases to enable action plans to be prepared.
11. To perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are considered to be serious they should be reported to the Line Manager immediately.
12. To support students in the basic use of ICT, particularly where this will help them to better access the curriculum.
13. To accompany teaching staff and students on visits, trips and out-of-school activities as required.
14. To assist with the supervision of students out of lesson times, including before and after school and during breaks.
15. To assist teachers with preparation of the classroom, including setting up furniture and resources and helping to clear away afterwards.

OTHER

1. Attend relevant INSET days and (where outside commitments allow) staff meetings.
2. Some Teaching Assistants are offered the opportunity to be First Aid trained.
3. To undertake any other duties not mentioned above, commensurate with the level of the post. This may include break-time supervision or duty responsibilities, or supporting at homework club after school in which case start and finish times would be adjusted.

This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business.

Name:	Signature:
Date:	

Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

