

	Job Description	
	Role: Learning Support Assistant	
	Grade: H3	Reports to: Assessment Officer and Learning Support Manager
	Role specifics: Permanent, Part-time, Term time plus 1 week	

Purpose of the Role

Learning Support Assistants provide high level support for pupils in class, within small groups and individually and provide support for pupils in all Years 7 to 11.

Reporting to the SENDCo and working within your designated Subject Department, our Learning Support Assistants provide a high level of first class support for pupils in all Years 7 to 11 within the classroom, within small groups and individually. The majority of the support takes place within a student's timetabled day under the direction and guidance of the class teacher.

Main Areas of Responsibility

- Ongoing liaison with staff concerning pupil progress and welfare of identified students.
- Individual work, implementing individualised tailored programmes set by Learning Support.
- Developing an excellent working understanding on the learning needs of the students with whom you are working.
- Small group work, delivering work devised by subject staff, or a Learning Support Teacher.
- Provide a high level of in class support, utilising prior knowledge of individual pupil needs and ensuring the Curriculum is accessible to all students.
- In class support, utilising prior knowledge of individual pupil needs.
- Support pupils to understand instructions, encourage independent learning and help keep pupils on task.
- Key working of selected pupils who face barriers to learning.
- Provide help for selected pupils in a variety of specialised clubs.
- Provide support to pupils to enable them to integrate socially and to get involved in the wider school life.

General Duties and Responsibilities

- Facilitate liaison between school departments.
- Establish a strong link to ensure efficient communication between the Learning Support Department and your designated Subject Department.
- Support for the Learning Support Department's administrative systems.
- Contribute to the efficient running of the Learning Support Department including undertaking administrative tasks as and when required.
- Assisting SENDCo/Assessment Officer and Learning Support Manager in providing/collating confidential information on particular pupils.
- Attending pupil, department or subject meetings as appropriate.
- Maintaining accurate and up to date notes and records on selected pupils and establishing good lines of communication with parents, Tutors and Head of House.
- Facilitate specialist exam invigilation for selected pupils. Full training will be provided.

Equalities

Be aware of and support difference and ensure that the School's equalities and diversity policies are followed.

Health & Safety

Be aware of and comply with policies and procedures relating to child protection, health and safety, food safety, confidentiality and data protection, and report all concerns to an appropriate person.

There will be times when the postholder works alone and they must be prepared to take all appropriate health and safety precautions, taking responsibility for themselves and the site whilst on duty.

Disclosure and Barring Service

This post is classed as having a high degree of contact with children or vulnerable adults and is exempt from the Rehabilitation of Offenders Act 1974. An enhanced disclosure will be sought through the Disclosure & Barring Service as part of the school's pre-employment checks.

All those required to have a DBS check are required to inform the school at the earliest opportunity of any conviction, caution or bind-over that they have received or any police investigation which may lead to one of these. Failure to do so, without legitimate cause, would be a serious breach of school discipline.

Additional Information

All new recruits to the school within this Grade are subject to a 4-month probationary period, which should provide you with the opportunity to discuss your progress within the role, identify any training needs and address any concerns.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Knowledge, experience and personal attributes

Essential	Desirable
<ul style="list-style-type: none"> • Experience with SEN students or willingness to develop skills • Numeracy and literacy skills equivalent to NVQ Level 2 or GCSE Grade 4 or above in English and Maths (A* to C) • Ability to work with a minimum of supervision and within a team 	<ul style="list-style-type: none"> • Previous experience of working with children of Secondary school age • Experience of working in a school or similar environment • Ability to make use of various ICT systems

The jobholder is required to contribute to, and support the overall aims and ethos of the school, maintaining its high standards and expectations. All staff are required to participate in training and other learning activities, and in performance management and development as required by the school's policies and practices.

Postholder name:	
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Line manager name:	
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Postholder signature:	
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Line manager signature:	
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St George's School

Date:	
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Date:	
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