



## **Job Description**

# **Learning Support Assistant**

**Responsible to:** SENDCo  
**Salary Grade:** Scale 3 points 6-7  
**Full time/Part time:** 5 days a week 8.30am to 3.00pm with an unpaid 30 minute break (Term time plus non-pupil days)

### **Job Purpose**

To support students in the Enhanced Provision and the full school to have full and equitable access to school including learning, social and extracurricular activities.

### **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 a 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.

### **Key Responsibilities**

- Complete One Plans and Pupil Passports with students and parents.
- Be a Key Worker – supporting identified students in all areas of SEND.
- Support students with activities which support literacy and numeracy skills.
- Understand specific learning needs and styles and provide differentiated support to students individually and within a group.
- Establish positive relationships with students.
- Develop students' ability and capacity for independent learning (including study skills).
- Be involved in planning, organising and implementing withdrawal interventions.
- Raise concerns of SEND students and record concerns and discuss with a team in panels.
- Contribute to reviews of students on Education, Health Care plans and production of relevant reports and records.
- Implement planned learning activities/teaching programmes liaising with the teacher, adjusting activities according to students' responses as appropriate.
- Work with individuals or small groups in accordance with the classroom agreement.
- Promote positive student behaviour in line with school policies and help keep students on task.

**GREATER THAN THE SUM OF ITS PARTS**



- Support the use of ICT in the classroom and develop students' competence and independence in its use.
- Assist with supporting students on educational visits.
- Understand and apply school policies in relation to health, safety and welfare.
- Attend relevant school meetings and training.
- Support students with a vision impairment during lessons that do not require specialist braille knowledge, such as PE, Music and Drama.
- Support deaf students in lessons where BSL is not required, including note taking.
- To work in conjunction with the QTVI and Teacher of the Deaf to ensure that students with a vision impairment and deaf students are included in lessons, particularly during practical elements.
- To support a student during break and lunch time as necessary so that they are fully included with their peers.
- To liaise with class teachers and specialist teachers in order to ensure access to learning for students within the Enhanced Provision.
- To attend training sessions provided by the school on sighted guide and use the correct techniques when guiding students with a vision impairment around the school building.
- To use specialist equipment and tactile resources during lessons, under the direction of the QTVI.
- To assist at special events hosted by the school such as Braille Buddies Club or events run by the Teacher of the Deaf.
- To promote the independence of students within the Enhanced Provision, supporting independent, peer or group work as much as possible.

#### **General**

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- Comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance in the School's Equal Opportunities Policy
- The Trustees and Local Governing Committee are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.**

**The postholder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.**

**This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.**

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