

## Job Outline

# Learning Support Assistant

**Salary Grade:** Local Government Pay Scale 3,  
**Full time/Part time:** Part time – 27.5 hours per week, 38 weeks per year (term time only)

### Job Purpose

To work with the Class Teacher and SEN Co-ordinator to address the needs of children who need help to overcome learning barriers in order to achieve their full potential. To support the learning and provide for the care and welfare of students with special educational needs during school hours.

### 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, online checks and other 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

#### Support for Students

- Provide care and support inside and outside the classroom for one or more individual students during the school day, either within a faculty area or within a year group.
- Develop close, caring and purposeful relationships with target student/s, and, where appropriate, offer support to other students in the same class as the target student/s.
- Attend to pupils' personal needs including help with social, welfare, care and health matters
- Facilitate individual and small group work in the classroom
- Assist students' language development with appropriate support for reading, writing, speaking, asking and listening.
- Support individual students through assessments, tests and examinations, in line with the Alton Park School procedures and as agreed with examining bodies.
- Work with individual students on a one-to-one basis to develop English, Maths and social skills.
- Assist with the students' personal, behavioural and social development through appropriate guidance and advice, within the context of the teacher's overriding responsibility for behaviour management in the classroom.
- Take a constructive role in preventing/minimising the effects of emotional and behavioural incidents.
- Accompany students with specific difficulties on trips or visits.

### Support for the Teacher

- Work with teachers to deliver a differentiated curriculum.
- Work with teachers to ensure supported lessons providing differentiated material for all students.
- Support students' learning in consultation with teachers during lessons.
- Assist staff in the acquisition and preparation of resources which will facilitate wider inclusion for all students.

### Support for the School

- Be aware of and comply with Alton Park School policies relating to child protection, health and safety, confidentiality and data protection.
- Be aware of and support difference and ensure all SEN students have equal access to opportunities to learn and develop.
- Establish constructive relationships and communicate sensitively and effectively with other professionals, teachers, parents/carers and SENCO to support the achievement and progress of students.
- Support the school in evaluating their inclusive practice for SEN students.
- To supervise at break and lunchtimes, facilitating games and activities.

### Administration

- Support the assessment procedures for all students entering the school, to identify those students who need extra help to overcome barriers to learning.
- Support the implementation of Pupil Profiles and Pastoral Support Plans.
- Monitor and report on the implementation of all Pupil Profiles and assist with record keeping.
- Assist, as requested, in the preparation and review of Pupil Profiles by the SENCO or class teachers.
- Observe the implementation of these plans and their effect in the classroom environment.
- Support the administration work of Inclusion, including liaison with outside agencies.

### Resources

- Determine the need for, prepare and maintain general and specialist equipment and resources.
- Help students access specialist learning resources as required.

### **General**

- Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust'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
- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager

**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.**