



## **Job Description**

**Job Title:** Learning Support Assistant (EHCPs and SEND Support)

**Salary Range:** NJC Range 2 Point 6 – 11

**Contract:** Permanent

**Hours of Work:** 37 hours per year

**Working Weeks:** 39 Weeks Per Year

### **Job Purpose**

The Learning Support Assistant (EHCPs and SEND Support) will specifically support provision for pupils with an EHCP. They will work with the pupil, their family and partner agencies to identify and remove barriers to learning and develop resilience in order to secure the best possible outcomes. They may also be required to support other students without EHCPs when required.

### **Line Management**

Reporting to the Director of SEND and Inclusion

### **Responsibilities and duties**

#### **Support the Teachers in the Planning, Delivery and Evaluation of Lessons**

- Work in partnership with the teacher in the planning of lessons including the adaptations, materials and direct support that the pupils will need to be included and make progress.
- Support the delivery of learning by providing direct support as agreed with the teachers and outlined in the students' EHCP. This may include pre/post-tutoring, support in exams, 1:1 sessions as required.
- Adapting resources and teaching materials as necessary so that pupils are able to access the key points of a lesson and achieve the objectives set for them, as far as possible independently.
- Developing skills in the use of specialist formats (e.g. computer technology) as appropriate.
- Supporting the pupil's in participating in class teaching activities, providing support to groups as appropriate to encourage independence and social interaction.
- Overseeing the pupil's work in practical activities where safety is a consideration.

#### **Implement Individual Learning Programmes for Pupils**

- Support the development and implementation of individual learning programmes focused on delivering priority learning targets for pupils. This will be achieved by:
- Working with the SENCO and class teacher, and other specialists where appropriate to plan and agree the programme which contains clear, challenging but achievable objectives for the pupil.
- Reinforce mobility and independence skills under the guidance of the Habilitation Specialist.



- Delivering the agreed programmes under the guidance of the teacher, SENCO and other specialists.
- To attend regular Annual Reviews and create all documentation (EHCP) that is required
- Providing feedback to relevant colleagues about the pupil's progress towards targets and the effectiveness of the programme in securing this and the pupil's engagement.

#### **Observe and Report on Pupil Progress**

- Observe and report on pupil progress and contribute to the maintenance of pupil records as agreed with the teacher and/or SENCO and help to maintain the record keeping system.
- Use Technology to Support Pupils' Learning
- Support the use of technology and optical aids to promote the pupil's learning by:
- Developing skill in the use of specialist equipment used by pupils, including software applications.
- Taking steps to ensure any problems with equipment are dealt with as quickly as possible.
- Supporting the pupil and staff in the use of technology, encouraging pupils to use the equipment independently.

