

Queenswood



PERSON SPECIFICATION
AND JOB DESCRIPTION



Learning
Support
Assistant



Job Description & Person Specification for Learning Support Assistant

JOB DESCRIPTION

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

Job Title: Learning Support Assistant

Reporting to: Head of Personalised Learning Centre

MAIN RESPONSIBILITIES AND DUTIES

- To contribute to the effective functioning of the Personalised Learning Centre (PLC)
- To support students who have Special Educational Needs and/or disabilities
- To assist with the planning and delivery of learning activities
- To supervise, and provide individual support for students with identified special educational needs
- To assist with the development of Individual Education Plans and to provide feedback for EHCP reviews
- To deliver 1:1/small group interventions and to evaluate their effectiveness with the SENCO
- To accompany teachers and students on out-of-school activities and take responsibility for an individual student or a group, under the direction of a teacher
- To ensure the safe and effective use of all equipment and materials by the students
- To provide clerical/admin support, e.g. photocopying, filing, record keeping
- Liaise with parents and external agencies when asked to by the SENCO
- Keep up to date with and follow school and department policies
- To undertake any training and development for the better fulfilment of the post
- To undertake any ad hoc duties or projects as requested
- To undertake any other duties and responsibilities as determined by the SENCO and Principal

PERSON SPECIFICATION

Essential:

- Educated to at least A level (or equivalent)
- GCSE in English, Mathematics and Science to grade C or higher
- Commitment to the safeguarding of children
- Ability to work as part of a team and build positive relationships
- Be adaptable and flexible with a good sense of humour
- Be willing to undergo training
- Have excellent communication, interpersonal and organisational skills
- Be capable of managing difficult situations

Desirable:

- Experience, knowledge and understanding of different SpLDs and neurodivergence
- Have a strong core knowledge in English, Mathematics and Science
- Have experience of working in a school
- Understand the principles of child development and the learning process
- Be willing to undertake further, relevant training and to pass those skills on to other members of staff, as appropriate
- Have proven ICT skills