



Learning Support Assistant

Stowmarket High School

Opportunity, Community, Excellence



Job Description: Learning Support Assistant



STOWMARKET
HIGH SCHOOL

Reports To: SENDCo

Direct Reports: N/A

Grade: Grade 3, point 4

Role Purpose:

The Learning Support Assistant works alongside subject teachers and pastoral colleagues, working to ensure that the needs of students with learning difficulties are being met.

Key Responsibilities:

- Work towards and support the school's strategic vision and the objectives.
- Adhere to school policies and procedures as set out in the staff handbook or other documentation available to all staff.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Being aware of the likely needs of students with known difficulties.
- Anticipating the possible implications of such difficulties in a variety of learning situations.
- Support the whole class, thus allowing the subject teacher more flexibility to work with individuals or groups.
- Providing individual support as appropriate.
- Assisting subject teachers to meet students' needs. This may include
 - modifying work set to suit a particular individual, e.g. by simplifying language or adapting tasks.
 - working with students outside the classroom, where appropriate, either exceptionally, or on a more regular basis.
 - passing on information about the student gathered in other contexts.
 - helping an individual child or small group.
 - being aware of, and liaising with the subject teacher to achieve, individual targets as set in EHC Plans.
- Keeping alert to the availability of appropriate resources and bringing these to the attention of subject staff.
- Liaising with members of the pastoral team, and acting as an extension of the pastoral system by lending a "listening ear"
- Taking advantage of opportunities for INSET to develop further professionally.
- Working with small groups for extra literacy during morning registration.
- Assisting with administration as directed by the SENCo.
- Recording, monitoring and evaluating interventions.
- Assisting with invigilation of internal and external exams where this does not conflict with in-class support.
- Assisting with the administration of tests, e.g. spelling, reading, in liaison with the Directors of Curriculum.

Whilst every effort has been taken to summarise the main responsibilities of this post, the above list is not intended to be exhaustive.

All employees of Kingfisher Schools Trust will:

- Ensure that they adhere to the trust code of conduct and all policies and procedures including those relating to child protection and safeguarding, equal opportunities, health and safety, security, confidentiality and data protection
- Support the school and departmental development plans and positively engage in continuous professional development activities
- Seek advice and escalate more complex issues to the appropriate person within the workplace structure, using discretion as appropriate
- Undertake any other duties in line with their level of responsibility, as reasonably directed by the line manager or the Headteacher or a person acting with delegated authority on their behalf



Person Specification

Essential criteria	Desirable criteria
<u>Qualifications and education:</u> <ul style="list-style-type: none"> GCSE Maths and English (Grade A-C) or equivalent 	<ul style="list-style-type: none"> Evidence of recent continuing professional development, including Safeguarding training Relevant professional qualification(s)
<u>Experience and knowledge:</u> <ul style="list-style-type: none"> The ability to manage pupil behaviour and supervise the completion of work set for the teacher. Self-confidence in decision making, and ability to be assertive when required. Ability to work under the direction of a number of different people. Ability to communicate with all levels of people. Good communication skills. To gain the respect of students through a manner of confidence and authority. To organise own workload in the context of varied tasks 	
<u>Skills and behaviours:</u> <ul style="list-style-type: none"> A commitment to safeguarding and promoting the welfare of children and young people High levels of personal and professional integrity High levels of discretion, confidentiality and awareness of data protection Experience of working in a support capacity in a school or experience of working with young people in a learning environment. Ability to undertake varied duties. Knowledge of school structures and procedures. 	
<u>Professional development:</u> <ul style="list-style-type: none"> Commitment to personal professional development 	