

Job Description

Job Title: Learning Support Assistant (fixed term) – **Primarily 1:1 Support.**

Line Manager: SENDCo

Grade: NJC Pay Scale Level 2a, Point 3—4

Job Summary To complement the professional work of teachers by taking responsibility for agreed learning activities under an agreed system of supervision. This will involve working under the guidance of teaching/senior staff to supervise a pupil/ groups of pupils. The primary focus will be to maintain good order, deliver work set by the teacher or the Curriculum Director responsible for that area of the curriculum and to keep pupils on task. The Learning Support Assistant will not be expected to undertake detailed planning, preparation, delivery or assessment of students progress and/ or development.

Under an agreed system of supervision to undertake a supporting role within the school to address the needs of pupils who need particular help to overcome barriers to learning, to raise standards of achievement for all students (e.g. SEN, EAL, GT and all underachieving groups), by utilising their knowledge and skills and to encourage pupils to become independent learners, to provide support for their welfare, and to support the inclusion of pupils in all aspects of school life.

When not supervising or assisting in the support of individual or small groups of pupils in lessons, undertake administrative and / or clerical duties as needed which could include accompanying staff on school trips, displaying pupils work , the management/ preparation of resources etc.

This Job Description should be used in relation to the relevant person specification

Main Duties

Support for Pupils

1. To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the pupils to be supported.
2. To aid pupils to learn as effectively as possible both in-group situations and on their own by, for example -
 - clarifying and explaining instructions;
 - ensuring the pupil is able to use equipment and materials provided;

- motivating and encouraging the pupil as required;
 - supporting medical needs;
 - intimate care needs;
 - assisting in weaker areas, e.g. language, behaviour, reading, spelling handwriting/presentation;
 - helping pupils to concentrate on and finish work set;
 - meeting physical needs as required whilst encouraging independence;
 - liaising with class teacher and Director of Student Support (SENDSCO) about Provision Maps and Educational Health and Care Plan (EHCP);
 - developing appropriate resources to support the pupils;
 - examination support (reader and scribe);
3. To establish a supportive relationship with the pupils concerned; 4. To encourage acceptance and inclusion of the pupil with special needs;
5. To develop methods of promoting/reinforcing the pupil's self-esteem.

Supporting the teacher -

1. To assist, with the class teacher (and other professionals as appropriate), in the development of a suitable programme of support for SEND pupils;
2. In conjunction with the class teacher and/or other professionals to support the school's system of recording pupil's progress;
3. To contribute to the maintenance of pupils' progress records;
4. To participate in the evaluation of the support programme;
5. To provide regular feedback about pupils to the teacher;
6. Undertake where appropriate the role of mentor to an individual or group of pupils in accordance with the school '*Behaviour Discipline and Reward Policy*';

Supporting the School -

1. To liaise, advise and consult with other members of the staff team supporting the pupils when asked to do so;
2. To contribute to reviews of pupils' progress, as appropriate;
3. To attend relevant in-service training;
4. To be aware of school policies and procedures;

5. To be aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences appropriately;
6. To carry out 2 x lunchtime supervision duties on specified days/times.
7. Any other tasks as directed by Headteacher, which fall within the purview of the post.

Health and Safety

1. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
2. Co-operate with the employer on all issues to do with Health, Safety & Welfare.

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

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

Employees are expected to be courteous to colleagues and students, providing a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature of Postholder

Date

Julie Hodgson

Headteacher