



## Job Description

# Learning Support Assistant with responsibility for Access Arrangements

**Responsible to:** SENCO / Deputy Headteacher / Headteacher

**Salary Grade:** Scale 5, Point 9-12

**Full time/Part time:** 32.5 hours per week, 39 weeks per year

### PARTICULAR DUTIES:

To oversee the use of laptops and relevant software packages e.g. Read Write Gold.

To collate evidence and prepare evidence files for applications for students' access arrangements

To work in partnership with teachers/SEN team to ensure that students with access arrangements are able to successfully and confidently undertake assessments and public examinations.

**LIAISON WITH:** Deputy Head teacher, SENCO, School Improvement Leader, Exams Officer, teaching and support staff, students, parents, outside agencies

### 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 and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

### DUTIES AND RESPONSIBILITIES:

1. To provide support for SEND students, and the school, in order to raise standards of achievement for all pupils, to encourage pupils to become independent learners, to ensure their safety and welfare and support the inclusion of pupils in all aspects of school life.

**GREATER THAN THE SUM OF ITS PARTS**



2. To coordinate and lead intervention for underachieving SEND students, including where required One Planning as part of the Assess, Plan, Do, Review cycle.
3. Support the use of ICT in the classroom and develop pupils' competence and independence in its use.
4. Coordinate access arrangements for examinations under direction of SENCO ensuring the documentation pertaining to access arrangements is up to date and in accordance with current JCQ regulations.
5. Oversee interventions pertaining to the use of laptops/Chromebooks and student's individual access arrangements for e.g. touch typing lessons, creating files for their work, using an electronic reader.
6. Oversee one-to-one or small group interventions as necessary.
7. To lead and supervise the work of a small team of teaching assistants/learning support staff.
8. To act as coordinator to other teaching assistants.
9. Attend meetings when required, alongside SENCO, Exams Officer, parents and outside agencies.
10. Liaise with the Level 7 Assessor and SENCO to arrange assessments for access arrangements making sure to provide records and evidence of the student's needs so Form 8s can be produced and the need documented.
11. Meet with the Exams Officer to seek approval through JCQ for access arrangements and make sure these approvals are kept secure in access arrangement files in the Learning Academy.
12. Disseminate relevant information, strategies and resources to LSAs working with students' who require laptops/Chromebooks and access arrangements.
13. Build and maintain a library to support students' laptop usage and access arrangements support e.g. Read Write Gold Manual.
14. Undertake all relevant required training.
15. Monitor the use of laptops by the students in lesson and in exams so that every student who has one has completed a touch typing course and can use the laptop effectively.
16. Invigilate as required during examinations and assessments making sure exam conditions are

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adhered to.

17. Liaise with the Exams Officer to ensure those assisting in the examinations as prompts and scribes are adhering to JCQ regulations.

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

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade to meet the changing demands of the school. This job description does not form part of any Contract of Employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out above.

#### 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.

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