

THE GRANGE SCHOOL



**LEARNING SUPPORT
ASSISTANT**





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LEARNING SUPPORT ASSISTANT

PERSONAL SPECIFICATION

EXPERIENCE AND KNOWLEDGE

Desirable:

- ✦ Previous experience of working with young people.
- ✦ Previous experience of working with young people with disabilities
- ✦ Experience of the educational system.
- ✦ Some qualifications in Maths and English.
- ✦ Willingness to support in any subject area.

PERSONAL QUALITIES

Essential:

- ✦ The ability to relate to adults and students from diverse social and cultural backgrounds.
- ✦ The ability to work as a member of a team.
- ✦ The ability to deal appropriately with sensitive/confidential information.
- ✦ The ability to communicate effectively in oral and in written form.
- ✦ A sense of humour.
- ✦ High expectations and a 'can do' approach.





JOB DESCRIPTION

TITLE: **Learning Support Assistant**

RESPONSIBLE TO: **Assistant Headteacher – Support for Learning**

RESPONSIBILITIES

Main purpose of the role:

To work under the instruction and guidance of the SENDCO, Lead Learning Support Assistant and teaching staff to assist in the provision and monitoring of the support and inclusion of students with Special Educational Needs within the mainstream school. To work with groups of students and/or individual students having special or particular needs – as directed.

Support for students:

- develop an understanding of the needs and targets of the students supported
- to be a keyworker to students on the SEN register.
- To write and update individual passports for keyworker students
- establish constructive relationships with students and interact with them according to their individual needs
- promote and support the inclusion of the students and positive interaction with their peers
- motivate and encourage the students
- build on the individual student's strengths and try to develop their areas of weakness
- enable the students to engage in the lessons using appropriate techniques such as: clarifying teacher's instructions, simplifying tasks or resources, helping the student stay on task, scribe or read as needed
- set challenging and demanding expectations
- promote self-esteem and independence
- provide feedback to students in relation to progress and achievement under the guidance of the teaching staff
- assist with the organisation of homework
- deliver lexia literacy intervention to small groups of students



Support for teachers:

- promote and deliver on the whole school teaching strategy (The DNA)
- to use strategies and support adaptive teaching to support the students' learning outcomes
- assist with the planning of learning activities as required
- monitor the students' responses to learning activities and accurately record achievement and progress as directed
- provide regular feedback to teachers on students' achievements, progress and problems
- promote good student behaviour, dealing promptly with conflicts and incidents in line with school's policies and in conjunction with the appropriate teaching staff
- administer routine tests and help deliver examination access arrangements (reading, transcribing, amanuensis) for students
- when necessary and with the agreement of the teacher, work with the student/s outside of the main classroom
- accompanying teaching staff and students on visits, trips and out of school activities as required and helping to supervise students under the supervision of a teacher

Care and Welfare:

- help students to organise their personal needs as appropriate
- assist with the supervision of students at break times
- to assist with support care/first aid – when necessary – and to liaise with nominated First Aiders. Similarly
- to ensure Health and Safety regulations are complied with at all times
- to ensure Child Protection procedures are complied with at all times

Within the 'Support for Learning Department':

- to help with the preparation of differentiated work for SEN students
- to assist with routine administration tasks as directed
- attending briefing meetings as directed
- attending any professional development opportunities provided, within or outside of school, to develop experience and broaden awareness

Supporting the School:

- to participate in all aspects of school life
- to be aware of and comply with school policies and procedures
- to reinforce the standards and expectations that exist within the school
- to ensure that confidentiality is maintained at all times
- to promote the positive image of the school within the local community
- to participate with the school's appraisal process
- to undertake any other duties, commensurate with the level of responsibility of the post, as may be deemed necessary by the Head teacher, from time to time.





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THE SUPPORT FOR LEARNING DEPARTMENT

THE DEPARTMENT'S FUNCTION

The Support for Learning Department delivers a wide range of interventions for students who are having difficulty accessing the school's curriculum and who need support to make good progress in their learning.

Support is given to students who are experiencing a range of learning difficulties, behavioural, emotional and social difficulties and physical impairments.

Support is also given by members of the team, to those students experiencing other difficulties, such as medical or attendance problems.

Students are supported by SEN staff in all curriculum areas, although the focus is often on the core subjects of English, Maths and Science. Staff work with students in class, in small groups or as individuals.

We have Learning Support options at KS4 for those students who need extra time and help to complete coursework or to improve their basic literacy or numeracy skills.

THE DEPARTMENT'S STAFFING

The Department is led by the Assistant Headteacher.

The SEN provision is organised with the Assistant Headteacher and two SENDCo's. There are a number of other staff that act as team leaders to the LSA's. SEN teaching, Lead LSA's and a Specialist Teacher/Assessor for literacy.





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The advertised post is to increase the support of students' learning – please note we will interview as applications arrive and we reserve the right to withdraw the advert once the vacancy is filled.

The Learning Support Assistants support students both within the classroom and in one to one situations across a variety of subject areas and age groups.

THE DEPARTMENT FACILITIES

The Support for Learning Department has a suite of rooms in the front block of the main building. On the second floor is a large teaching room with two smaller adjoining rooms. The SEN office and nurture room are on the first floor, along with a large room equipped with networked computers and adjoining office where most of the 1:1 tuition and small group work takes place.

The Grange School, Wendover Way, Aylesbury, Bucks, HP21 7NH
Tel: 01296 390900
E-mail: office@grange.bucks.sch.uk
www.grange.bucks.sch.uk

