

Job Description – Learning Support Assistant

Job title: Learning Support Assistant

Department: SEN

Salary Range: NJC Range 2 Point 6-11

Contract Type: Permanent

Hours of Work: Monday-Friday 09.00am – 3.00pm (25 hours a week)

Working Weeks: 39 weeks

Job Purpose

To work with individual and small groups of students with SEN, under the direction of the subject teacher, in order to promote the inclusion of students with SEN in a mainstream class, and to provide support for teaching and personalised learning.

Line Managers: SENCO, Assistant SENCO and Learning Support Coordinator

Supporting SEN students' learning

- Support students' learning across the curriculum, tailoring support to match learners' needs. Support students to become independent, cooperative and collaborative learners.
- Identify and remove barriers to students' learning.
- Adapt and customise materials and support teacher planning.
- Motivate and encourage students.
- Support students' concentration and their progress towards lesson objectives.
- Assist with the organisation of homework.
- Contribute to the management of SEN students' behaviour.
- Implement and monitor advice from external agencies.

Supporting Personal development of students

- Encourage positive attitudes and good behaviour.
- Help students to develop good relationships with staff and other students.
- Promote self-esteem.
- Develop students' personal organisation.
- Carry out access arrangements for students with SEN during internal and public examinations

Providing Pastoral Support

- Promote SEN students' well-being and resilience.
- Safeguard the welfare of SEN students.

- Support the transition and transfer of SEN students.
- Act as a 'champion' and advocate for children with special educational needs

Working with colleagues

- Support and maintain collaborative, productive working relationships with school staff and professionals from external agencies.
- Contribute to and support the work of the learning support team in school.
- Liaise with students, teachers and external agencies to support students' learning and well-being. Take responsibility in developing your own continuing professional development.

To undertake any further duties reasonably requested by the Headteacher or his/her representatives.