



Job Description

Support Staff Posts

JOB TITLE: Learning Support Assistant
REPORTS TO: SEN Administrator / SENDCo
HOURS OF WORK: 8.15am to 4.15pm, 36 hours per week, term time only

Job Purpose:

To provide support under the direction of the class teacher / SENCO to individual students with different needs. To ensure they have a meaningful and purposeful lesson in which learning takes place and enable them to access all areas of the curriculum.

Key Accountabilities:

Curriculum

- To support specific students and others within the class, to access the National Curriculum.
- To carry out, under the direction of the Head of Learning Support, the targets from the Education and Health Care Plan for the student.
- To assist in the implementation and delivery of programmes designed by other professionals, e.g. Educational Psychologists, Learning Support Teachers, etc.
- To record progress made when supporting the pupil relating to the Education Health Care Plan and daily targets.
- To contribute, where requested by the Head of Learning support or class teacher, to discussions about the pupil and her progress and attend meetings relating to them.
- To help with the testing of new pupils, marking spelling/reading tests.
- Take part in conversations and activities which promote communication amongst department and pupils.
- Supporting throughout the college year groups, as directed.
- Assist with lunchtime homework clubs.
- Prepare information for reviews/reports, student passports, etc.
- Establish good working relationships with class teachers and work effectively with other staff.
- Engage positively with students and form constructive relationships to ensure effective learning and good behaviour management in all lessons.
- To be able to deliver small group literacy, numeracy or social skills interventions under the direction of the SENDCo
- To be able to support individual students in developing their self- esteem and self confidence
- To support students with SEN during their examinations
- To support students on trips if required

Administration

- Writing daily reports on the lessons in which they have supported

- Support the updating of Student passports for staff and parents..
- Marking or administering reading and spelling tests.
- Making display work and other resources.
- Helping absentees to catch up missed work

Relationships:

- Establish good working relationships with class teachers and work effectively with other staff.
- Engage positively with students and form constructive relationships to ensure effective learning and good behaviour management in all lessons.
- To work effectively with the SENDCo and as a member of the Learning Support Department team

Work Context:

- To assist the class teacher in maintaining a safe and secure environment and follow school procedures on behaviour management, confidentiality, child protection and health and safety
- To play a full part in the life of the school community, to support its mission and ethos and to encourage staff and students to follow this example.

Other

- To commit to the college performance management programme, reviewing your own contribution to the organisation and participating in CPD as required to meet the requirements of your job role and meet legislative requirements.
- Perform any reasonable duties as requested by the headteacher