# JOB DESCRIPTION

**Post:** Learning Support Assistant

**Reporting to:** SENDCO

**Job Purpose**: To complement the work of teaching staff, contributing to a range of

teaching and learning activities, working collaboratively with colleagues as part of a professional team to promote the inclusion of all.

**Direct Involvement with**: SEND students, teaching staff, SEND Department Staff, SENDCo, parents and carers, SEND Governors.

# Key Responsibilities:

* To support the learning of students within a structured teaching situation, small group withdrawal, or individually as required.
* To be aware of lesson objectives and to assist students in making progress towards these, developing individual strategies as appropriate.
* To engage with teaching staff re planning, preparation and development of resources.
* To be familiar with Education Health and Care Plans, SIMs and SISRA and to use this information to inform support of students.
* To work with individual students as directed to maintain personal confidence, promote positive behaviour and encourage independence.
* To monitor students’ progress and achievement, bringing any issues of concern to the attention of the SENDCo and appropriate members of staff.
* To monitor pupils’ progress and report to parents/carers, pupils and external agencies including contributing to the Annual Review process for pupils with EHCPs.
* To maintain records of intervention, records of 1:1 and small group interventions and to make these available for use by other staff as requested.
* To undertake break and lunch time duties as required.
* To supervise assigned students when required to ensure their health and safety.
* To support students with exam access arrangements (e.g. reading and scribing) in internal and external exams.
* To contribute to multi-disciplinary discussion of students needs/progress, completing documentation and observations.
* To support and run after school clubs such as Homework clubs and activities.
* To participate in relevant staff development activities, weekly meetings, training opportunities and professional development.
* To become familiar with, understand and adhere to school policies and procedures.
* To maintain confidentiality in and outside the workplace.
* To undertake any other duties as may be determined by the SENDCo

**PERSON SPECIFICATION**

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|  | **ESSENTIAL** | **DESIRABLE** |
| GCSE/O Level Grade C or above in English and Mathematics or Functional Mathematics. |  |  |
| Further study post GCSE/O Level or equivalent |  |  |
| Enthusiasm for working with children and young people |  |  |
| A successful track record of working with children or young people aged 11-18, particularly SEND pupils |  |  |
| Excellent written and oral communication skills and the ability to explain points clearly to pupils |  |  |
| The ability to work as part of a team with fellow LSAs and class teachers |  |  |
| Experience of working as part of a team |  |  |
| Good ICT skills |  |  |
| More advanced ICT skills such as databases and interactive  whiteboards and to support modification of learning resources for pupils with visual impairment |  |  |
| Excellent interpersonal skills |  |  |
| Excellent health and work attendance record |  |  |
| Good Time Management skills |  |  |
| Commitment to safeguarding and promoting the welfare of children and young people |  |  |