



JOB DESCRIPTION

Job Title:	Graduate Learning Support Assistant
Grade:	H4
Purpose of your Job:	To provide targeted support for children with special educational needs (SEN), to improve their academic progress and personal development
Reporting to:	SENCO/Assistant SENCO
Staff Reporting to Job Holder:	N/A
Contact within School:	SLT, SENCO, Assistant SENCO, Teaching and support staff, students
Contacts outside School:	N/A
Main Tasks and Responsibilities:	<ul style="list-style-type: none"> • Develop knowledge of a range of learning support needs and develop an understanding of the specific needs of the children to be supported • Apply appropriate methods to support learning specific to student needs • To assist individuals and groups of children in their learning • To establish supportive relationships with the student/s concerned and to encourage acceptance and inclusion of all students. • Support learning in individual and group situations (via classroom) including literacy and numeracy programmes • Run one to one and small group support sessions, as part of personalised learning programmes • At times, and with full training and support, lead part or all of whole class activities • Develop methods of promoting/reinforcing students' self esteem • Plan appropriate materials in coordination with the subject teacher • Be responsible for safeguarding and promoting welfare of children • Perform other reasonable duties within scope of skills as directed by line manager - some of which may involve out of hours working • Support students with complex needs to achieve their full potential • Together with the class teacher and/or other professionals, develop a system of recording individual student progress.

	<ul style="list-style-type: none"> • Support in areas of the school which are of particular interest e.g. Art/Drama/PE • To attend staff meetings and academy-based INSET as required. To meet with the SENCO and/or other appropriate staff • To assist the SENCO and Assistant SENCO in undertaking reviews for students with special educational needs
Knowledge, Experience and Training:	<ul style="list-style-type: none"> • Strong written and oral communication and team player. • Curriculum knowledge and understanding. • Application of techniques required to modify behaviour • Excellent oral and written communication skills
Other Specific Duties:	
<ul style="list-style-type: none"> • To continue personal development as agreed at appraisal reviews • To engage actively in the appraisal review process • To address the appraisal targets set by the line manager each Autumn Term • To play a full part in the life of the school community, to support its distinctive aim and ethos and to encourage staff and students to follow this example • To support the school in meeting its legal requirements for worship • To promote actively the school's corporate policies • To comply with the school's Health and Safety policy and undertake risk assessments as appropriate • To show a record of excellent attendance and punctuality • To adhere to the school's Dress Code • To undertake any other reasonable duty delegated by the Principal 	

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavor to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown, but following consultation with you, may be changed by Governors to reflect or anticipate changes in the job which are commensurate with the salary and job title.