



## JOB DESCRIPTION

*This College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.*

**JOB TITLE: LEARNING SUPPORT ASSISTANT**

**RESPONSIBLE TO: SENCO**

**LINE MANAGEMENT RESPONSIBILITY: NONE**

**BUDGET: NONE**

### **INTRODUCTION:**

Arthur Mellows Village College has a large SEN student cohort with varying needs. Each student of SEN is entitled to support that allows them to access school life fully on a day-to-day basis. It is the role of SEN staff to be able to respond to varying needs, based on the child's own additional needs. Some students with significant SEN needs may require more support than others, and a response is essential that encompasses every facet of their life.

### **OVERALL RESPONSIBILITY:**

Working under the direction of the Class Teacher to enable access to learning for all students, and to assist the teacher in the supervision of students and the classroom.

### **SECTION 1 - DUTIES:**

#### **Supporting the Students**

1. Under the guidance of the Class Teacher undertake work/care/support programmes to enable access to learning for students.
2. Take responsibility for delivering learning activities with individuals or small groups who would benefit from a different learning approach as agreed.
3. Encourage and promote the inclusion and acceptance of all students.
4. Provide feedback to students in relation to progress and achievement under guidance of the Teacher.
5. Be involved in providing personal care (to include toileting and feeding) for physically disabled students.
6. Be involved in the day-to-day management of our SEN students and respond to their needs.
7. Become familiar and be involved in the training of the use of assistive technology.
8. Be willing to be involved in training that will focus on various SEN needs, to endeavour to meet need.

#### **Supporting the Teacher**

1. Organise the learning environment and develop classroom resources as required.
2. Provide regular feedback to teachers on students' achievement, progress, problems, etc whilst under your support and on the effectiveness of differentiated tasks.
3. Contribute to the management of students behaviour, including anticipating and taking action to prevent potential problems arising.
4. Undertake support activities for the teacher as required.

### **Supporting the Curriculum**

1. Support the use of ICT in learning activities and develop students' competence and independence in its use.
2. Provide targeted support to enhance learning and improve attainment.

### **Supporting the College**

1. Be aware of, and comply with, policies and procedures, e.g. child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
2. Develop and maintain effective relationships with other staff, parents and carers.
3. Attend relevant meetings as required.

Any other tasks, duties or services that may be reasonably requested.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the College in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Head of College or the incumbent of the post.

**All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.**