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**Wadham School**

**Job Title: Learning Support Assistant- Pay Grade 15**

**Reporting to: Deputy SENDCo**

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| **Key Tasks and Responsibilities** |
| **Main Purpose of Job**To work with students in classroom lessons, in small groups or individually, who have some special educational needs, learning difficulty, disability or who have social and emotional difficulties. Through this, to enable the student to achieve their full learning potential and facilitate their social, emotional and moral development.**Main Responsibilities and Duties*** Support the teaching and learning process.
* Develop, maintain and apply knowledge and understanding of a student’s general and specific learning needs to ensure that support is given to them at an appropriate level.
* Focus support in areas needing improvement, both academic, behavioural and social.
* Work with and support students to ensure they are able to use ICT and other specialist equipment to enhance their learning.
* Motivate and encourage students to concentrate on and fulfil the tasks set.
* Undertake learning activities with students of varying abilities to ensure differentiation and access to the curriculum
* Seek to ensure the promotion and reinforcement of students’ self-esteem, appropriate levels of effort and behaviour and to guide students to become independent learners.
* Contribute to the assessment of students’ learning.
* To upkeep data files and use IT systems for administration and educational purposes.
* Assist in the preparation, organisation and maintenance of classrooms and their equipment, including assistance with and creation of displays, make basic visual aids, art and craft materials, mount and display students’ work.
* Attend and contribute to school staff meetings and in-service training events, within contracted hours or outside normal hours by agreement.
* Supervise students using cloakrooms, showers and toilet facilities, when necessary. Supervise students in playgrounds and when entering and leaving using school transport when required outside the classroom.
* Assist in the supervision of Standard Assessment Tasks and tests / assessments as directed.
* Escort or transport students to and from school as necessary.
* Develop an understanding of and provide for students’ specific personal needs to ensure a safe learning environment. This may include providing some direct personal care, support and assistance to the student in respect of toileting, eating, mobility and dispensing medication.
* Accompany students on Educational visits.
* Under the direction of Health Service professionals, undertake activities in support of occupational, physio and speech therapy.
* Under the direction of teaching staff and, where appropriate, to assist in the development, writing and updating of Learning Passports for students with special educational needs.
* To work with student groups, using a range of strategies to gain acceptance and inclusion of students with special educational needs.
* Monitor and support students engaged on work experience programmes.

While this gives an indication of the breadth and scope of the role, it is not an exhaustive list of tasks/responsibilities. Through discussion, duties/responsibilities may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as may be necessary from time to time.  |

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| **ATTRIBUTES** | **ESSENTIAL** | **DESIRABLE** |
| Education and Qualifications | GCSE grade 4/C or equivalent in English Language, Mathematics and Science  | Further qualification/training related to SEND |
| Experience | Experience of using a wide range of office equipment and office software and information systems.Experience of working as part of a team. | Experience of providing high-level support in a busy, sensitive environmentExperience of diagnostic testing and monitoring students’ progressExperience of working in a school.Experience of working as part of a SEND team. |
| Skills and Abilities | Knowledge of and commitment to school policies including Safeguarding, SEND, Health & Safety and Equal OpportunitiesSelf-starter, work on own initiative, strong organisational skills, and good written and verbal communication. Demonstrate a clear commitment to the team approachAbility to build effective working relationships with a wide variety of individuals within the school and communityGood interpersonal Skills | Good ICT skillsKnowledge of annual reviews, EHCP applications and referrals to outside agencies. |
| Motivation | Able to support the ethos arising from the school’s Church of England Foundation | Be willing to take part in extra-curricular activities in the support of students |