



## DEDWORTH MIDDLE SCHOOL – Job description

<b>Job title</b>	Learning Support Assistant
<b>Pay and conditions</b>	Salary: Scale 3, £19,563-£21,175 FTE, pro rata. 32.5 hours a week, term time only.
<b>Notice Period</b>	4 Weeks
<b>Responsible to:</b>	SENDCO
<b>JOB PURPOSE</b> To assist in promoting the development of students' academic learning; To support the inclusion of students with Special Educational Needs and diverse learning needs within a mainstream school. Learning Support Assistants will work in the Inclusion Department to support all learning across all subject areas at all levels.	
<b><u>MAIN AREAS OF RESPONSIBILITY</u></b>  <b><u>Supporting Pupils</u></b> <ol style="list-style-type: none"> <li>1 To develop knowledge of a range of learning support needs and to develop an understanding of the specific needs of the students to be supported.</li> <li>2 Working with individuals and small groups of children, including those on the Special Educational Needs register, within a classroom situation to ensure each pupil has the maximum access to all learning activities</li> <li>3 Promote the inclusion and acceptance of all students. Establish and maintain supportive relationships with pupils and staff</li> <li>4 Provide learning support as required for children with special needs or where English is not their first language.</li> <li>5 Set challenging and demanding expectations and promote self-esteem and independence.</li> <li>6 Provide feedback to students in relation to progress and achievement under guidance of the teacher.</li> <li>7 Promote the inclusion and acceptance of all students.</li> <li>8 Under the direction of teaching staff contribute strategies to support teaching and learning for securing best outcomes and promoting pupil independence</li> <li>9 Uphold and actively support the school's policies and procedures demonstrating a commitment to safeguarding of pupils</li> <li>10 Taking into account the learning support involved, to aid the students to learn as effectively as possible both in group situations and on his/her own by:               <ul style="list-style-type: none"> <li>• Clarifying and explaining instructions</li> <li>• Ensuring the child is able to use equipment and materials provided</li> <li>• Motivating and encouraging the child as required</li> </ul> </li> </ol>	

- Assisting in weaker areas, e.g. language, behaviours, reading, spelling, handwriting/presentation Helping pupils to concentrate on and finish work set
- Meeting physical needs as required whilst encouraging independence
- Liaising with class teacher and SENCO about individual education plans (IEPs)
- Developing appropriate resources to support the students
- Become a Learning Mentor / key worker for individual students as required or requested

### **Supporting the teacher**

- 1 Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans
- 2 Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour
- 3 To participate in the evaluation of the support programme.
- 4 To contribute to the maintenance of student's progress records
- 5 Use strategies, in liaison with the teacher, to support students to achieve learning goals
- 6 To provide regular feedback about the student to the teacher

### **Supporting the curriculum**

- 1 To develop an awareness of the requirements of the national curriculum
- 2 Assist with the implementation of programmes linked to learning strategies e.g. literacy and numeracy, recording achievement and progress and feeding back to the teacher, offering 1:1 intervention as required or withdrawing small groups.
- 3 To develop awareness of curriculum targets and support the work done in moving towards them.
- 4 To develop awareness of the aims of the literacy and numeracy strategies relevant to the classes supported

### **Supporting the school**

- 1 To foster links between home and school
- 2 To attend relevant in-service training, staff meetings and INSET
- 3 To contribute to reviews of students' progress, as appropriate.
- 4 To liaise, advise and consult with other members of the team supporting the student.
- 5 Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- 6 To assist with out of school activities and, after appropriate training

- 7 To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the level of responsibilities of the post.

## **SAFEGUARDING**

Windsor Learning Partnership is committed to safeguarding and promoting the welfare of children and young people. We expect all staff and young people to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

## **ADDITIONAL DUTIES**

- To play a full part in the life of the school community including duties to support the ethos and encourage pupils and colleagues to follow this example.
- To actively engage in the appraisal process.
- To continue personal development as agreed.

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

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

The Trust will endeavour 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 profile is current at the date shown but in consultation with you may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Updated January 2022