

Job Description



As well as the responsibilities set out below there may on occasion be reasonable requests for other duties not listed. These will always be within the scope of your role and capability.

Job Title	Learning Support Assistant	Location	Castle School	Hours	32.5
Reports to	Assistant Head, SENCo	Line Manages	N/A	Grade	9
Qualifications: A good standard of general education					
Role Profile					
<p>Ensure that pupils are empowered in having the complete school experience regardless of needs and that they are able to achieve their personal academic success. To also complement the professional work of teaching staff by taking responsibility for designated learning activities to support literacy, numeracy and wider curriculum provision and improve student outcomes. This may involve taking a lead responsibility for the delivery of defined learning activities and to advise staff in strategies to support specific students in the classroom.</p>					
Person Specification					
<p>It will be essential that you have the necessary experience to support pupils with their individual needs as outlined in their EHCP or SEND support plan. You will have up to date knowledge and continuing professional development in any specialist area of responsibility and be committed to continuing your personal development. You will be able to work independently, take initiative and be flexible and you will be able to plan and deliver lessons to small groups of students. You'll be personable and be able to build effective relationships with pupils and your peers and colleagues across the Trust, so will be friendly and approachable. You will be a positive role model for the students. You will recognise the importance of direct work with pupils as well as the importance of indirect activities such as maintaining organised paperwork and record-keeping around pupil support and the evaluation of support offered.</p> <p>For this role, desirable skills would also include: knowledge and experience of speech, language and communication interventions; as well as / or knowledge of and experience in supporting EAL students.</p>					
Responsibilities					

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As well as the responsibilities set out below there may on occasion be reasonable requests for other duties not listed. These will always be within the scope of your role and capability.

- To participate in the delivery of local and national learning strategies.
- To make a contribution to the planning and preparation of learning activities for students identified as needing additional support .
- To provide teachers, parents and carers and other relevant professionals with appropriate feedback and reports on student achievement, progress and development.
- To promote the inclusion and acceptance of all students within the classroom. This will include providing specific support to students and contributing to the implementation and review of individual learning plans.
- To use ICT effectively to support learning activities and to develop students' competence and independence in its use.
- To participate, where required, in the organisation or provision of supervisory arrangements for students during break times and on out-of-school activities.
- To comply with, promote and contribute to the review of whole school policies and procedures including those relating to child protection, behaviour management and health and safety.