



# The Chase

A SCHOOL OF EXCELLENCE

## **JOB DESCRIPTION**

### **Learning Support Assistant (Teaching Assistant GRADE 1)**

**Post Title:** Learning Support Assistant

**Grade:** TA Grade 1

## **OVERALL RESPONSIBILITIES**

Learning Support Assistants will have aspirational goals for all students and support the school in delivering Quality First teaching. In order to deliver an appropriate, differentiated curriculum that supports individual student in their learning teaching assistants will work with teachers to develop strategies that successfully meet individual students' needs so that the students achieve their best, become confident individuals and make a successful transition to adulthood. Learning Support Assistants will maintain professional caring relationships with students that are based on an understanding of individual needs and they will not disclose confidential information concerning students or their families. Learning Support Assistants will be aware of and support the implementation of all school policies especially any incidents concerning Safeguarding issues.

### **Support for students**

All Learning Support Assistants will have an up-to-date understanding of the individual needs and identified outcomes of all students with SEN they support so that they can provide appropriate individual support. This may include differentiating instructions and resources, task management, acting as scribe, reader, prompt, re-modelling answers, pre-teaching vocabulary/concepts and overlearning or as directed by class teacher. Learning Support Assistants will work with the student/s to develop personalised learning strategies and act as mentors to identified students through regular meetings to discuss the student's progress and to support them to implement strategies to enhance their learning. Mentors will provide information about student's progress and attend Annual Review meetings for their mentees.

### **Support for the teachers**

All Learning Support Assistants will work in a flexible way to support the learning of students as identified by the class teacher. This may involve working on agreed programmes or tasks with an individual or group or maintaining an overview of the class whilst the teacher works with an individual or group. Learning Support Assistants will work with the class teacher to develop differentiation strategies and to assist with the management and preparation of resources.

### **Support for the school**

All Learning Support Assistants will work as part of a flexible and supportive team, in accordance with the school's Additional Needs Policy. They will up-date their knowledge and expertise by undertaking relevant training as directed including current Examination and Access Arrangement regulations. They will also attend all relevant department meetings, contribute to discussions and disseminate any relevant information.

**Invigilation Duties** – to invigilate or provide support for Access Arrangements as directed following the current regulations to ensure the fair and proper conduct of examinations in an environment that enables students to perform at their best.

## **GENERAL RESPONSIBILITIES**

1. To work within the Appraisal process of the School, to evaluate performance and take full advantage of the training and development available.
2. To attend and participate in meetings as required.
3. To be aware of and comply with policies and procedures relating to safeguarding, health and safety, security, confidentiality and data protection, reporting all concerns to the appropriate person.
4. To contribute to the overall ethos/work/aims of the school.
5. To hold a Disclosure and Barring Service Enhanced Certificate.
6. To undertake any other activities requested by the Line Manager commensurate with the post.

This job description 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 School in relation to the post-holder's professional responsibilities and duties.