JOB DESCRIPTION

|  |  |
| --- | --- |
| **Job Title** | Learning Support Assistant  |
| **Reports to** |  SENDCo |
| **Job Purpose** | To work in partnership with the teacher and use special knowledge and experience to provide appropriate support to students, in relation to their individual abilities. Work may be carried out in the classroom or outside the main teaching area. |
| **Duties** | **Support to Students** * Provide pastoral support to students, promoting inclusion with teachers and students
* Provide structured support, including possible tutorial support, in accordance with specific work programmes, as directed by the SENDCo, with individual/groups of students
* Use specialist knowledge / experience to provide appropriate support to students in relation to their individual needs, adjusting activities to ensure accessibility
* To contribute to raising standards by ensuring expectations are set for students with a specific emphasis on learning and progress
* Support the development of learning plans and out of class, focusing on curriculum targets

**Support to the Teacher** * Supervise students for a particular curriculum activity under the supervision and guidance of a qualified teacher
* Actively monitor and support the learning and progress of all SEND students in the class
* Contribute to development of appropriate learning/behaviour plans to raise achievement
* Provide feedback on progress of students – to class teacher and / or SENDCo

 **Support to the Curriculum*** Support class teachers in developing differentiated work, as needed to meet SEND needs of students
* Highlight student needs to staff and offer strategies, based on personal and professional knowledge

**Support to the Learning Support Faculty** * Monitor and keep accurate and detailed records of support provided to facilitate feedback
* Assist with the development, implementation and evaluation of student targets
* Assist with escorting students on educational visits
* Manage and monitor a specific intervention/lead a year team (completion of Pupil Passport)

**Support to the School (This list is not exhaustive and should reflect the ethos of the school)** * Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person, as per the Governing Body’s safeguarding policy.
* Ensure all students have equal access to opportunities to learn and develop
* Liaise effectively with teachers and outside agencies as part of the routine consultative process
* Contribute to the overall ethos/work/aims of the school
* Attend relevant meetings as required
* Participate in training and other learning activities and performance development as required
* Supervision of students out of lesson times at break times

• Recognise own strengths and areas of expertise and use these to  advise and support others  |
| **General** | * At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures
* Such other duties relating to the use of the premises as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Headteacher and Governing Body
* The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held
* To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
* To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
* Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment*.* |

***The duties attached for this post may be varied from time to time at the discretion of the Headteacher in accordance with the needs of the school, and after consultation with the post holder. The content of this job description will be reviewed on an annual basis in line with the School’s performance review policy.***

Post Holder signature .................................................................... Date ………………………………….……………

Post Holder name (in capitals)………………………………………………………. Date………………………………………………

Headteacher signature .................................................................... Date ………………………………….……………

*Please return a signed copy of your job description to the Headteacher for retaining in your personal file*.