

Job Description



Learning Support Assistant

Responsible to:	Headteacher through SENCo
Salary/Grade:	Grade 3 Point 4 - 6
Hours/Weeks	32.5 hours, 38 weeks per year + 5 PD days

CORE PURPOSE:

The general responsibilities attached to the post reflect the principles stated in the School's Policy for Special Educational Needs and the following specific aims:

- To cater for and fulfil the needs of children throughout the ability range who experience learning difficulty in any form.
- To identify, assess and monitor the progress of students with special educational needs.
- To have knowledge and awareness of the overall development of each child intellectual, physical, social and emotional.
- To ensure access to appropriate learning experiences in all curriculum areas through the use of differing means and strategies.
- To be child-centred in our approach to learning: to be as much interested in the all-round growth of our students as in the subjects we wish to teach.
- To realise potential, maximise strengths and minimise weaknesses and to provide support and encouragement in a caring atmosphere.
- To send students out into the world who:
 - are able to express themselves in the spoken and written word with confidence
 - have mathematical skills necessary for everyday life
 - are well-adjusted, socially competent and able to take up a worthwhile place in society.

KEY ACCOUNTABILITIES AND RESPONSIBILITIES:

Support for students

- Access the needs of students and use detailed knowledge and specialist skills to support students' learning
- Establish productive working relationships with students, acting as a role model and setting high expectations.
- In collaboration with the SENCo assist in the development and implementation of students' provision plans.
- Promote the inclusion and acceptance of all students within the classroom.
- Support students consistently whilst recognising and responding to their individual needs
- Encourage students to interact and work co-operatively with others and engage all students in activities
- Promote independence and employ strategies to recognise and reward achievement of self-reliance
- Provide feedback to students in relation to progress and achievement
- Support students in the effective management of their behaviour.
- Provide mentoring and advocacy to assigned students through the role of SEN Key Worker.

Support for the teacher

- Assist in the organisation and management of appropriate learning environment and resources

- Within an agreed system of supervision, assist in the planning of challenging teaching and learning objectives to evaluate and adjust lessons/work plans as appropriate
- Assist in monitoring and evaluating student responses to learning activities through a range of assessment and monitoring strategies against predetermined learning objectives.
- Provide objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence
- Assist in the recording of progress and achievement in lessons/activities systematically and providing evidence of range and level of progress and attainment
- Work within an established discipline policy to anticipate and manage behaviour constructively promoting self-control and independence
- Supporting the role of parents in students' learning and contribute to/lead meetings with parents to provide constructive feedback on student progress/achievement etc.

Support for the curriculum

- Deliver learning activities to students within agreed system of supervision, adjusting activities according to student responses/needs
- Deliver local and national learning strategies e.g. literacy, numeracy KS3 and make effective use of opportunities provided by other learning activities to support the development of students' skills
- Use ICT effectively to support learning activities and develop students' competence and independence in its use
- Select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds

Support for the school

- Comply and assist with the development of policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the School
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the SENCo, to support achievement and progress of students
- Assist in developing appropriate multi-agency approaches to support students
- Recognise own strengths and area of specialist expertise and use these to advise and support others
- Assist in delivering out of school learning activities within guidelines established by the School.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

Additional Duties

- To supervise students during their lunch break (both inside and outside the buildings) to ensure that they are safe and acting responsibly towards others within the school regulations.
- To be aware of the various medical needs of students and how to deal with them within the guidelines of the school Care Plans and to be prepared to accompany to off-site activities.
- Each member of the Inclusive Learning Team will be required, pro rata, to be involved in Professional Development sessions.

Miscellaneous

- To comply with the school's Health and Safety policy and undertake risk assessments as appropriate.
- To comply with safeguarding policies at all times.
- To comply with GDPR and exercise understanding of confidentiality where appropriate.
- To show a record of excellent attendance and punctuality.

- The duties of this post could vary from time to time as a result of new legislation, changes in technology or policy changes. Appropriate training will be given to enable the post holder to undertake this new/varied work.

East Bergholt High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This job description sets out the key outcomes required. It does not specify in detail the activities required to achieve these outcomes. As a term of your employment you may reasonably be expected to perform duties of a similar or related nature to those outlined in the job description.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the line manager in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

Nov 2022