



ST MICHAEL'S CATHOLIC HIGH SCHOOL

JOB DESCRIPTION

LEARNING SUPPORT ASSISTANT

JOB TITLE: Learning Support Assistant

JOB PURPOSE: To effectively and sensitively manage students' access to learning in order that each student achieves his/her full potential

ACCOUNTABLE FOR: Individual students assigned by the SEN Co-ordinator

ACCOUNTABLE TO: SEN Co-ordinator – Ms Jackie McEleney

KEY ACCOUNTABILITIES:

1. To support the school's ethos and aims as expressed in the School's Mission Statement and Aims.
2. **KEEPING CHILDREN SAFE**
It is the duty and responsibility of every member of staff (teaching and non-teaching) to monitor the welfare of every child and act swiftly in their interests when a need is recognised. The actions of every staff member and responsible adult matter too, for every child.

All members of school staff (teaching and non-teaching) employed to work on school premises and in contact with children must read, understand and comply with the School's policy on child protection and procedures for safeguarding children.
3. Helping with identification and assessment of SEN.
4. Being fully familiar with the SEN of students being supported and proactive in ensuring that the aims and provision of EHCPs are implemented across the curriculum.
5. Advising the SENCO and other teaching staff in the setting of targets related to IEPs, and to ensure the effective implementation of these plans to help students reach their full potential.
6. Liaising with, and supporting, classroom teachers in meeting the needs of students With SEN.
7. Developing and maintaining sensitive and positive relationships with students being supported.

8. Helping the named student(s) integrate into to the teaching group and to be mindful of their safety, and that of their fellow students, where there is an issue.
9. Where possible, having first given priority to named student(s), assisting the class teacher with other students in the group.
10. Maintaining accurate notes and records of the named students' work and progress, thus keeping the SENCO informed.
11. Providing targeted interventions on basic skills to individual, or small groups, of students
12. Attending and contributing to staff meetings and consultations with parents and representatives of relevant external agencies, as appropriate.
13. All Learning Support Assistants are expected to undertake First Aid Training.
14. To undertake any other reasonable tasks as directed by the line manager or the Headteacher