



KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

JOB DESCRIPTION – Learning Support Assistant

Grade:	NJC point 7 (£20,092 pro rata TTO)
Hours:	31 hours 40 mins per week TTO Temporary contract until July 2025 due to external funding to the school
Responsible to:	SENDCO in the first instance
Main Purpose:	To work as part of the SEND and pastoral team supporting a student with ASD and an Educational Healthcare Plan.
Key Roles:	<p><u>Support for the student</u></p> <ul style="list-style-type: none"> • To lead support for a Year 8 student with ASD and an Educational Healthcare Plan, planning, adapting and delivering high quality interventions as per the EHCP. • To provide timetabled in-lesson student and to offer follow up support in the Learning Hub. • To deliver tailored teaching activities to student on either a one-to-one basis or with small groups. • To establish a positive, professional and productive working relationships with students, acting as a role model and setting high expectations for behaviour and learning. • To encourage the student to interact and work collaboratively and co-operatively with peers and staff. • To have a creative and therapeutic approach to interventions as and when required. • To ensure that all barriers to learning are lifted for ASC student so they are able to access the full and wider curriculum. • To support the social and emotional development of, the student reporting any issues when required to the SENCO. <p><u>Support for the teacher</u></p> <ul style="list-style-type: none"> • To support the teacher in managing pupil behaviour and promoting positive behaviour. • To liaise confidently with teachers and share resources which can be used for pre and post tutoring where necessary. • Monitoring and evaluating student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives

- Supporting the role of parents in students' learning and contributing to/leading meetings with parents to provide constructive feedback on student progress/achievement etc.
- To help with the planning of some lessons through collaborative with the teacher and support with differentiation required.
- To engage in ongoing professional development, including specific Autism training, to support the needs of students in school and to share the learning from this training with the wider staff body.
- Monitoring and evaluating student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- Providing objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence

Support for the curriculum

- To deliver learning activities to students within agreed systems of supervision, adjusting activities according to student responses/needs
- To delivery local and national learning and making effective use of opportunities provided by other learning activities to support the development of students' skills
- To use ICT effectively to support learning activities develop students' competence and independence in its use
- To select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds
- To advise on appropriate deployment and use of specialist aid/resources/equipment

Support for the SEND Department

- To liaise with the SENDCO to deliver SEN provision in the school.
- To provide support outside of classes, such as working in the Learning Hub
- To support with extracurricular clubs during student lunch breaks
- To work with other professionals, such as Communication and Autism Team and with the student's parents, as necessary.

Support for the school

- To establish constructive relationships and communicating with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- To support the programme of provision for students on alternate Wednesday afternoons.
- To recognise own strengths and areas of expertise and using these to lead, advise and support others
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- To liaise between managers/teaching staff and teaching assistants (where appropriate)

	<ul style="list-style-type: none"> To participate in the support staff review process to ensure professional development needs are identified and met.
Generic Responsibilities	<p>All individual members of staff have a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with on the school sites.</p> <p>All staff must know about their roles and responsibilities under the terms of the school's Safeguarding Policy, health and safety, data protection and confidentiality policies and report any concerns to the appropriate senior member of staff.</p> <p>Staff must carry out their roles and responsibilities with due regard to their own, and others, health & safety.</p> <p>All staff must know what to do in the event of the fire alarm sounding.</p> <p>All staff have a responsibility to report potential, or actual health and safety issues, to the school's health and safety officer.</p> <p>All staff are required to follow all agreed school policies and procedures.</p> <p>Staff should at all times set an example of personal integrity and professionalism.</p> <p>Staff should be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.</p> <p>Staff should uphold the school ethos, aims and contribute to the development and achievement of the school's strategic and development plans.</p> <p>Staff should be willing to work as part of a team, appreciating and supporting the role of other people within the team.</p> <p>Staff should attend and participate in meetings as required.</p>
Resources:	<ul style="list-style-type: none"> To ensure use of IT to full capacity in order to produce high quality documents. To organise and present information for reports in a variety of formats.

The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Headmistress, commensurate with the grade of the post.

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 Headmistress 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 reserve the right to make changes to the job description following consultation.

Signed Employee: Date:

Signed Employer: Date: