



## **JOB DESCRIPTION**

|                        |                                                                                                                                              |
|------------------------|----------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Job Title:</b>      | Learning Support Assistant                                                                                                                   |
| <b>Accountable to:</b> | Learning Support Coordinator                                                                                                                 |
| <b>Job Purpose:</b>    | Support the learning and progress of students with SEND in line with The SEND Code of Practice, enabling them to reach their full potential. |
| <b>Scale:</b>          | Grade C, point range 3 to 4<br>Grade D, point range 5 to 6                                                                                   |
| <b>Hours:</b>          | Up to 28.08 hours per week, 39 weeks per year (term time) plus non pupil days and six evenings.                                              |

This job description is not a comprehensive definition of the post. Discussions will take place on a regular basis to clarify individual responsibilities within the general framework and character of the post as identified below.

### **Specific to this post:**

- To support teaching and learning of a named SEND pupil/s as directed by the Learning Support Coordinator to help them achieve their expected levels of progress.
- Work with subject teachers to differentiate work and prepare for use by SEND pupils.
- To support the personal organisation and interactions of named SEND pupil/s, to enable them to participate fully in the Academy.
- To support the behaviour of named SEND pupil/s to help them remain in the classroom and participate fully in lessons.
- Collate information on student's abilities as directed.
- Attend EHCP review meetings as directed.
- Support named pupils, providing individual advice and guidance.
- To support the physical needs of pupils, ensuring access to the curriculum and the academy buildings and activities.
- Be prepared to undertake training in the specific demands of supporting pupils with SEND.

### **As part of the Learning Support Faculty's practice:**

- Support learning across the curriculum.
- Keep a record of students' barriers to learning for future reference.
- Develop skills necessary to work effectively with students.
- Daily checking of emails, to ensure you are up to date on Academy and pupil information.
- Provide in class support to students with SEND as required.
- Work with SEND students one to one, both in and outside the classroom when directed.
- Work with a small group of not more than 6 pupils if directed by the Class Teacher.
- Administer reading and spelling tests as part of whole year screening (teacher will be responsible for discipline of the class).
- Share best practice with colleagues.
- Access and make yourself familiar with students SEND information and Education, Health and Care Plans, supporting them in meeting their objectives and targets.
- Mentor identified vulnerable students as directed by your Line Manager.
- Feedback to Line Manager on individual student's learning and behaviour.
- Comply with the Academy appraisal system.
- Invigilate internal/external exams as directed by the SEND Exams Co-ordinator in line with access arrangements.
- Act as scribe/reader or other role for internal/external exams as directed by the SEND Exams Co-ordinator.
- Under controlled circumstances, with supervision, assist in the administration of drugs to students. (A designated qualified First Aider will take ultimate responsibility).
- Attend recognised training as suggested by your Line Manager.
- Maintain health and safety within the working confines as outlined by the teacher.
- Provide escort for physically disabled pupils to ensure fair access to the Academy site and buildings.
- Attend planning, statement review and multi-agency meetings providing collated pupil information representing the views of the support staff.
- Attend Professional and multi-agency meetings providing SEND pupil information.
- As directed support students in offsite visits/trips.
- Attend field trips to support students in their individual coursework (optional).
- Occasional supervision of a group of pupils in an emergency situation.
- Mentor new Learning Support Assistants/Learning Support Coordinators
- Attend non-pupil days/evenings as directed by the Principal.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Undertake a 20-minute break or lunchtime site supervision duty three times per week as requested by the Senior Leadership Team.
- Supervise the Learning Support room during breaks and lunch times as directed by the Learning Support Coordinator.
- Carry out any other tasks as directed by the Principal or your Line Manager.

## Health & Safety

All staff have a responsibility for Health & Safety as follows –

- You must take reasonable care of your own health and safety and that of others who may be affected by your acts or omissions and ensure that you have a safe area of work
- You must co-operate with your employer to enable us to comply with any legal requirements.

You must not interfere with or misuse anything provided to ensure health and safety e.g. machinery guards, personal protective equipment (PPE), fire extinguishers etc.

I confirm my understanding and acceptance of the amendments to this Job Description.

Signed: .....

Date: .....

## PERSON SPECIFICATION

### Learning Support Assistant

|                                                                                                         | Essential | Desirable |
|---------------------------------------------------------------------------------------------------------|-----------|-----------|
| Willingness to undertake SEND training                                                                  | ✓         |           |
| Ability to work independently and with supervision                                                      | ✓         |           |
| An ability and desire to form positive relationships with children and young people.                    | ✓         |           |
| Effective communication skills                                                                          | ✓         |           |
| An ability to respond calmly to challenging situations                                                  | ✓         |           |
| Ability to work well in a team                                                                          | ✓         |           |
| Ability to be flexible and versatile                                                                    | ✓         |           |
| Knowledge of the SEND Code of Practice                                                                  |           | ✓         |
| Experience of working in a school or educational setting                                                |           | ✓         |
| Experience of working with children or young people, leading groups or activities.                      |           | ✓         |
| Experience of working with individuals with SEND or disabilities                                        |           | ✓         |
| Good standard of education to include 5 or more Grade C level or equivalent, including English & Maths. |           | ✓         |
| Sense of humour                                                                                         | ✓         |           |
| Effective computer skills to include use of Word and Excel                                              | ✓         |           |
| Ability to access and input information on to the Academy SIMS System.                                  |           | ✓         |
| Commitment to safeguarding young people, appropriate DBS record                                         | ✓         |           |