

Job Description

Post Title: Learning Support Assistant

Location: Rushcliffe Spencer Academy

Salary/Pay Range: NJC Points 8 -14 £19,474 - £21,724 (actual salary)

Hours of work: 37 Hours per week, term time only

Reporting to: SENDCo

General Description of Post:

The Learning Support Assistant will be a member of a multi-disciplinary team, under the leadership and supervision of the SENCO and Deputy SENCO. In co-operation with the SENCO and Deputy SENCO and under the agreed educational plan, the postholder will provide support to pupils with SEND.

Support the pupil by:

- 1) Undertaking the activities with either individuals or groups of students to ensure their safety and facilitate their physical, emotional and educational development.
- 2) Carrying out pre-determined educational activities and work programmes whilst promoting independent learning.
- 3) Organising and participating in activities at breaks and lunchtimes.
- 4) Encouraging acceptance and inclusion of the students with special needs.
- 5) Promoting and reinforcing the students' self esteem.
- 6) Play an active part in managing students' behaviour, including monitoring and looking at active strategies to change behaviours.

Support the Teacher by:

- 1) Monitoring individual student's needs and reporting these to their designated supervisor as appropriate.
- 2) Keep such records of the student's development as required by the school.
- 3) Assisting teaching staff in the planning of work programmes for individuals and groups of students.

- 4) Assisting the teaching staff in the smooth transition between educational phases.

General Duties:

- 1) Contribute and adhere to the school improvement plans, aims, policies and procedures.
- 2) Develop effective relationships with parents and other partners.
- 3) Participate fully in own performance appraisal.
- 4) Contribute effectively to the SEND team.
- 5) Ensure safeguarding and promote the welfare of students.

Support the School by:

- 1) Being aware of school policies and procedures.
- 2) Being aware of confidential issues linked to home/pupil/teacher/school work and to keep confidences as appropriate.
- 3) To take reasonable care for the health and safety of him/herself and of other persons who may be affected by his/her activities where appropriate. Safeguarding the health and safety of all persons under his/her control and guidance in accordance with the provision of health and safety legislation.

This list of duties and responsibilities is by no means exhaustive and the post holder may be required to undertake any other tasks which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the proviso that normally any changes of a permanent nature shall be incorporated into the job description in specific terms, following consultation. This job description does not form part of your Conditions of Service.

This job description is subject to regular review and appropriate modification.