



## Job Description

<b>Job Title</b>	<b>Learning Support Assistant – (Secondary)</b>		
<b>School</b>	<b>Seven Kings School</b>	<b>Salary Range</b>	<b>LBR3 (£14,991 pro rata)</b>
<b>Reporting to</b>	<b>Special Educational Needs Co-ordinator (SENCO)</b>	<b>Responsible for</b>	<b>N/A</b>
<p><b>Purpose of the Job</b></p> <ul style="list-style-type: none"> <li>• Work with class teachers to raise the learning and attainment of pupils</li> <li>• Promote pupils' independence, self-esteem and social inclusion</li> <li>• Give support to pupils, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement. Some of these pupils will have EHCPs (Education, Health and Care Plans ) for physical disabilities, learning difficulties, emotional, social and behavioural difficulties or language and communication difficulties.</li> </ul> <p><b>Duties and responsibilities</b></p> <ul style="list-style-type: none"> <li>• Demonstrate an informed and efficient approach to teaching and learning by adopting relevant strategies to support the work of the teacher and increase achievement of pupils with special educational needs and disabilities (SEND)</li> <li>• Promote, support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities</li> <li>• Use effective behaviour management strategies consistently in line with the school's policy and procedures</li> <li>• Support class teachers with maintaining good order and discipline among pupils, managing behaviour for learning effectively to ensure a good and safe learning environment</li> <li>• Observe pupil performance and pass observations on to the Pupil Support Team</li> <li>• Use ICT skills to advance pupils' learning</li> <li>• Undertake any other relevant duties given by the class teacher or other senior leaders</li> </ul> <p><b>Planning</b></p> <ul style="list-style-type: none"> <li>• Contribute to effective assessment and planning by supporting the monitoring, recording and reporting of pupil performance and progress as appropriate to the level of the role</li> <li>• Read and understand lesson plans shared prior to lessons, if available</li> </ul> <p><b>Working with colleagues and other relevant professionals</b></p> <ul style="list-style-type: none"> <li>• Communicate effectively with other staff members and pupils</li> <li>• Understand their role in order to be able to work collaboratively with classroom teachers and other colleagues, including specialist advisory teachers</li> <li>• Collaborate and work with colleagues and other relevant professionals within and beyond the school where relevant</li> <li>• Develop effective professional relationships with colleagues</li> </ul> <p><b>Whole-school organisation, strategy and development</b></p> <ul style="list-style-type: none"> <li>• Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the school's values and vision</li> <li>• Make a positive contribution to the wider life and ethos of the school</li> </ul> <p><b>Health and safety</b></p> <ul style="list-style-type: none"> <li>• Promote the safety and wellbeing of pupils, and help to safeguard pupils' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy</li> </ul> <p><b>Professional development</b></p> <ul style="list-style-type: none"> <li>• Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness</li> <li>• Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school</li> <li>• Take part in the school's appraisal procedures</li> </ul> <p><b>Personal and professional conduct</b></p> <ul style="list-style-type: none"> <li>• Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school</li> </ul>			

- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community
- Respect individual differences and cultural diversity

### Main duties and responsibilities

#### In relation to students who have other or *additional* Special Educational Needs:

- To help them record work giving support with reading, the organisation of thoughts and ideas and structuring written responses.
- To help them develop study and organisational skills
- To reinforce learning and check understanding
- To keep the target student on task and to build motivation
- To give regular feedback to subject staff and key worker regarding individual student progress
- To contribute to progress review meetings for student reviews
- To assist with the administration and invigilation of exams as required; sometimes supporting as a reader or scribe

#### In relation to students who have a physical disability:

- To transfer to and from their coaches at the beginning and end of the day
- To provide appropriate support in lessons or whilst they are moving around the school
- To assist students with their physical needs when appropriate. This will include toileting, feeding, assisting the physiotherapist as required and manual handling where appropriate
- To assist with individual P.E. programmes and to help with changing when necessary
- To accompany students on school trips (during the normal school day). Occasionally we need volunteers to accompany students on residential trips or trips that extend beyond the normal school day
- Assist with the administration and invigilation of exams as required; sometimes supporting as a reader or a scribe

#### In relation to the department generally:

- To word process and photocopy modified materials as produced by the department
- To contribute to record keeping where appropriate and to pass on relevant information concerning pupils to SENCO
- To undertake training as appropriate
- To carry out any other duties as directed by the SENCO in keeping with the nature and grade of the post

#### In relation to the school generally:

- Attend INSET days as required
- Undertake all duties in line with the policies of the school

#### Accountabilities and Relationships:

- The post holder is accountable to the Special Educational Needs Co-ordinator in all matters
- The post holder also interacts on a professional level with colleagues and teaching staff
- Be aware of and comply with policies and procedures relating to safeguarding and promoting the welfare of children, health, safety and security, confidentiality and data protection
- To demonstrate an understanding of and commitment to equal opportunities and diversity and to the standards of customer care
- Be responsible for own health and safety as well as that of colleagues, students and the public.

### General

- Attend and participate in relevant meetings, training and other learning activities

Duties and responsibilities of the post may change over time as requirements and circumstances change. The job description does not form part of the post holder's contract of employment