

Position Title: Learning Support Assistant: KS3/4	Camden School for Girls (VA School)
Pay Level: Scale Scale 4 (Point 4:7)	Learning Support Department
Reports to: SENDCo	

PURPOSE OF THE JOB

Learning Support Assistants are an invaluable part of our Learning Support Department at Camden School for Girls:

- To support the learning of students who have an Education Health Care Plan
- To support the subject teacher in ensuring work is accessible according to agreed learning strategies
- To support the aim of closing the attainment gap for students with SEND

MAIN DUTIES & RESPONSIBILITIES

1. To work with the SENDCo and subject teachers to assist and support the education of students with EHCPs and those identified as having SEND.
2. To provide support in class or by 1:1 or small group intervention in accordance with individual student needs identified in the EHCP or learning strategies.
3. To work with individual programmes devised by other professionals, e.g. speech therapists, occupational therapists, as necessary for individuals or groups of children
4. To liaise with individual teachers to ensure that learning objectives and differentiated tasks are successfully achieved including producing differentiated resources
5. To support and model positive behaviour management both inside and outside of the classroom
6. To be aware of and comply with policies and procedures relating to child protection, health, safety, security and confidentiality reporting all concerns to an appropriate person to ensure pupils' wellbeing.
7. To be a flexible member of the Learning Support Department and work positively with colleagues across the school
8. To undertake occasional duties outside of school hours (supporting on school trips etc.), by prior agreement
9. To provide admin support for the SENDCo, as appropriate, particularly preparation for Annual Reviews.

10. To undertake training and other learning activities and attend relevant meetings as required to ensure own continuing professional development.
11. To participate in performance management across the school

QUALIFICATIONS

Essential:

- At least 5 GCSE grades including a B grade or above in English **and** Maths

Desirable:

- A Levels and a university degree

KNOWLEDGE

Desirable:

- Experience of working with students who have autistic spectrum condition
- Experience of working with students who have social, emotional and mental health needs
- Experience of working with students who may need assistance with personal care

SKILLS

- Strong communication skills
- To use a range of software effectively, including word and spreadsheets
- To work professionally under pressure and in a busy environment
- To reflect and adapt approach to learning support techniques
- To listen and empathise
- To use initiative in response to a learning situation
- To be able to enthuse and motivate others