

## St Mark's Catholic School

### Job Description

<b>Post:</b>	Learning Support Assistant, SEND Department
<b>Reporting to:</b>	SENDCO
<b>Job Purpose:</b>	To complement the work of teaching staff, contributing to a range of teaching and learning activities, working collaboratively with colleagues as part of a professional team to promote the inclusion of all.
<b>Direct Involvement with:</b>	SEND students, teaching staff, SEND Department staff, SENDCo, parents and carers, SEND Governors.
<b>Key Responsibilities:</b>	<ul style="list-style-type: none"> <li>a. To support the learning of students within a structured teaching situation, small group withdrawal, or individually as required.</li> <li>b. To be aware of lesson objectives and to assist students in making progress towards these, developing individual strategies as appropriate.</li> <li>c. To engage with teaching staff re planning, preparation and development of resources.</li> <li>d. To be familiar with Education Health and Care Plans, SIMs and SISRA and to use this information to inform support of students.</li> <li>e. To work with individual students as directed to maintain personal confidence, promote positive behaviour and encourage independence.</li> <li>f. To monitor students' progress and achievement, bringing any issues of concern to the attention of the SENDCo and appropriate members of staff.</li> <li>g. To monitor pupils' progress and report to parents/carers, pupils and external agencies including contributing to the Annual Review process for pupils with EHCPs.</li> <li>h. To maintain records of intervention, records of 1:1 and small group interventions and to make these available for use by other staff as requested.</li> <li>i. To undertake break and lunch time duties as required.</li> <li>j. To supervise assigned students when required to ensure their health and safety.</li> <li>k. To support students with exam access arrangements (e.g. reading and scribing) in internal and external exams.</li> <li>l. To contribute to multi-disciplinary discussion of students needs/progress, completing documentation and observations.</li> <li>m. To support and run after school clubs such as Homework clubs and activities.</li> <li>n. To participate in relevant staff development activities, weekly meetings, training opportunities and professional development.</li> <li>o. To become familiar with, understand and adhere to school policies and procedures.</li> <li>p. To maintain confidentiality in and outside the workplace.</li> <li>q. To undertake any other duties as may be determined by the SENDCo.</li> </ul>