

THE POLYGON SCHOOL

Handel Terrace

Southampton

Hampshire

SO15 2FH

Tel: 023 80 636776

Email: info@polygon.southampton.sch.uk**Headteacher:** Mr Ben Penfold

Learning Support Assistant
STRETCH & Engagement Programme

Job Description

Post:	Senior Learning Support Assistant
Salary Scale:	Grade 6 (SCP 12 – SCP 17)
Accountable to:	Senior Leader of STRETCH & Engagement Programme
Directly Accountable to:	Senior Leadership Team
Accountable for:	Own CPD and supporting the Programmes

PURPOSE:

- I. To assist in the learning and skill development of pupils who may be working offsite at external providers to provide a learning environment that enables access to the curriculum and support with social skills.
- II. To work with teachers and support staff to ensure the emotional and behavioural needs of the pupils are known and understood.
- III. To be a competent responder to any emotional upset displayed by pupils.
- IV. To assist the Senior Leader with the daily running of the programmes including recording and reporting of data.

KEY ACCOUNTABILITIES:

- To work with a pupils as individuals or within small groups as directed by the Senior Leader to support a variety of subjects across the whole curriculum.
- To establish a supportive, caring and secure relationship with the individual pupils, promoting respect, self-esteem and a sense of belonging to the school, and acting as an advocate for the pupil as necessary.
- To be a competent responder to any issue which requires adult intervention for the pupils.
- To assist the Senior Leader with the planning, development and delivery of suitable programmes of work for the specific pupils and to ensure accurate daily recording of progress, success and areas of development.

- To help, support and motivate pupils; clarifying instructions, encouraging independent learning and behaviour and enabling learning targets and outcomes to be achieved.
- To liaise with the professional network involved with pupils as and when required.
- In addition, where possible, to assist with general school duties. These will include:
 - a. Supervising pupils on a daily basis within a variety of settings
 - b. Setting up learning spaces, preparing resources and displays and tidying and clearing away
 - c. Supervision of pupils entering and leaving school premises
 - d. Assessing, reporting and recording progress as directed by teaching staff

SUPPORTING THE SCHOOL:

At an appropriate level, according to the job role, grade and training received, all employees in the school are expected to:

1. Support the aims, values, mission and ethos of the school and participate in a team approach to all aspects of school life.
2. Attend and contribute to staff meetings and Inset Days as required, and identify areas of personal practice and experience to develop.
3. Take appropriate responsibility for safeguarding and pupils welfare and be aware of confidential issue slinked to home/child/teacher/school and keep confidences appropriately.
4. Be aware of Health and Safety issues and act in accordance with the school's Health and Safety Policy.

The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and he/she has appropriate qualifications or receives appropriate training to carry out these duties.

These duties may be reviewed and amended in consultation with the post holder in the light of any changes and/or priorities identified within the school.

SIGNED: _____

DATE: _____