

## Job Description & Person Specification: Learning Support Assistant with administrative duties

<b>Job Title:</b>	<b>Learning Support Assistant and Administrator</b>
<b>Salary :</b>	£22,175 – £24,242 Outer London pro rata term time only
<b>Reporting to:</b>	SENDCo
<b>Responsible for:</b>	Supporting learning for all children and children with Special Educational Needs and maintaining accurate paperwork associated with this responsibility.

### **JOB DESCRIPTION: Purpose of Post**

The job is a varied one and requires the successful candidate to undertake work under the direct instruction and guidance of the SENDCo, teaching staff and senior leadership team. The successful candidate will undertake work, care and/or support programmes to enable access to learning for students, working directly with students in class to support their needs; in addition, the candidate will need to ensure the administration and completion of paperwork and documentation relating to SEND to a high standard and sometimes working to precise deadlines.

### **Main Duties/ Responsibilities**

The duties outlined in this job description may be modified by the Executive Headteacher, after discussion with you, to reflect or anticipate changes in the job, commensurate with the salary and job title.

#### **Administration and completion of SEND-related documentation:**

- Pursue, receive and administer correspondence relating to students' SEND from external stakeholders.
- Administering of internal records and documentation for SEND students.
- Completion of correspondence for external stakeholders as necessary.
- Maintain accurate register of SEND students and needs.
- Complete sometimes extensive documentation under the instruction and guidance of the SENDCO and/or School Leadership.

#### **Support for Students:**

- Supervise and provide support for students, including those with special needs, ensuring their safety and access to learning;
- Assist with the development and implementation of Individual Education and Behaviour Plans and Pastoral support plans;
- Establish constructive relationships with students and interact with them according to individual needs;
- Promote the inclusion and acceptance of all students;
- Encourage students to interact with others and engage in activities led by the teacher;
- Set challenging and demanding expectations and promote self-esteem and independence;
- Provide feedback to students in relation to progress and achievement under the guidance of the SENDCo/Class Teacher;
- Under guidance of the SENDCo/teachers adapt planning provided by the Classteacher in order to better meet the needs of identified children;
- Supervise and support students with personal care and medical assistance when required.
- Under guidance of the SENDCo/teachers, undertake routine marking of students' work, administer routine tests, invigilate exams;
- Provide clerical/administrative support, e.g. photocopying, typing, filing, money, administer coursework, etc.;

The duties outlined in this job description may be modified by the Executive Headteacher, after discussion with you, to reflect or anticipate changes in the job, commensurate with the salary and job title.

### **Support for Teachers and SENDCo:**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work;
- Use strategies, in liaison with the teacher, to support students to achieve learning goals;
- Assist with the planning of learning activities;
- Monitor students' responses to learning activities and accurately record achievement/progress as directed;
- Provide regular feedback to teachers on students' achievement, progress, problems, etc.;
- Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour;
- Establish constructive relationships with parents/carers;
- Under guidance of the SENDCo/teachers, undertake routine marking of students' work, administer routine tests, invigilate exams;
- Provide clerical/administrative support, e.g. photocopying, typing, filing, money, administer coursework, etc.;
- Attend parent meetings/consultations throughout the year to support the SENDCo/teachers in providing accurate feedback regarding pupil progress.

### **Support for the Curriculum:**

- With guidance from SENDCo/teachers, undertake structured and agreed learning activities, adjusting activities according to pupil responses;
- Support students in respect of local and national learning strategies, e.g. literacy, numeracy, early years and appropriate key stages;
- Support the use of ICT in learning activities;
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.

### **Support for the School**

- Be aware of and comply with school policies and procedures, specifically those relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person;
- Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop;
- Contribute to the overall ethos, work and aims of the school;
- Appreciate and support the role of other professionals;
- Attend and participate in relevant meetings both during and after the school day as required;
- Participate in training and other learning activities and performance development as required;
- Assist with the supervision of students out of lesson times, including before and after school and at lunchtime;
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher;
- To undertake such other duties that may be required to meet the needs of the school.

### **Strengthening Community**

- **Contribute to:**
- Ensuring regular and effective communication with parents, governors and other key stakeholders in supporting and improving students' achievement and personal development;
- Developing the school's partnerships with parents, the local community, businesses, other organisations and schools, to enhance and enrich the school and its values to the wider community;

- Building a school culture and curriculum that takes account of the richness and diversity of the school's communities;  
Promoting the concept of lifelong learning and family engagement with learning through partnership

### Equal Opportunities

To implement the Council's Equal Opportunities Policy and work actively to overcome discrimination on the grounds of race, gender, disability, sexuality or status in the Council's service.  
To take responsibility, appropriate to the post for tackling racism and promoting good race, ethnic and community relations.

### Health & Safety

To work in compliance with the School's Health and Safety policies and under the Health and Safety at Work Act (1974), ensuring the safety of all parties with whom contact is made, such as members of the public, in premises or sites controlled by the school.  
To ensure compliance of procedures are observed at all times under the provision of safe systems of work through safe and healthy environment and including such information, training instruction and supervision as necessary to accomplish those goals.

### Safeguarding

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. To have a due regard for safeguarding and promoting the welfare of children and young people and to follow all associated child protection and safeguarding policies as adopted by the school and Local Authority. Enhanced disclosure from the Disclosure & Barring Service is essential.

### Signature: Job Description Accepted

Signature of Post Holder:

Date:

The person specification below outlines the key knowledge, experience, skills and qualities required for this position. Shortlisted candidates will be selected entirely on the extent to which they meet the **essential criteria, bold text – in the person specification**, in their application form. Candidates will be expected to demonstrate knowledge and understanding of all the criteria outlined in the person specification (essential and desirable) showing evidence of having applied (or an awareness of how to apply) this in the school context at interview.

**PERSON SPECIFICATION: LEARNING SUPPORT ASSISTANT**  
**KEY KNOWLEDGE, EXPERIENCE, SKILLS AND QUALITIES (essential criteria is in bold text).**

Qualifications and experience	<ul style="list-style-type: none"> <li>○ <b>Numeracy and literacy qualification at NVQ Level 1 or equivalent</b> &gt; Completion of Teaching Assistant programme of study e.g. NVQ3</li> <li>○ Evidence of ongoing professional development; attendance on courses, INSET, action research, personal study, etc.</li> </ul>
Experience and Skills	<ul style="list-style-type: none"> <li>○ <b>Ability to relate well to children and adults</b></li> <li>○ <b>Work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these</b></li> <li>○ <b>Computer literacy: ability to carry out a variety of general ICT tasks, e.g. upload photographs</b></li> <li>○ <b>Experience of working with students' families and professionals working with them</b> &gt; Basic knowledge of First Aid</li> <li>○ <b>Displays commitment to the protection and safeguarding of children and young people, and has an up-to-date knowledge of relevant legislation and guidance in relation to working with, and the protection of, children and young people</b></li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>○ <b>Excellent presentation and inter-personal skills</b></li> <li>○ <b>Excellent time and task management skills</b></li> <li>○ <b>Good eye for detail</b></li> <li>○ <b>Strong written and oral communication skills</b></li> </ul>