



## Job Description

**Post Title:** Part time Learning Support Assistant

**Responsibility:** To work as part of the Student Support Team in supporting and including students with learning difficulties/disabilities into mainstream classes, in accordance with the School's policies and procedures.

**Responsible to:** SENDCo

**Salary:** £24,815--£25,887 FTE. Actual Salary: £17,245-£17,989

**Hours:** 32.5 per week/5 days per week/39 weeks per year

### **Duties:**

#### **(a) In relation to individual students:**

To develop an understanding of the special educational needs of the student concerned.

To take into account the student's special needs and to ensure their access to the lesson and its content through providing appropriate clarification, explanations, equipment and materials.

To build and maintain successful relationships with the student, treat them with respect and consideration.

To help promote independent learning.

To help reinforce learning.

To assist students with their physical/personal care/medical needs.

To help students record work in an appropriate way.

To develop study and organisational skills.

To help keep the students on task and well-motivated.

To model good practice.

To help build the student's confidence and enhance self-esteem.

To monitor the social, emotional and physical wellbeing of the student.

Supporting and supervising educational games, sports, crafts and other practical activities.

Helping children with their reading.

Helping to prepare the classroom for a lesson.

Putting together displays of children's work.

Helping out on school trips.

Helping children who need extra support to complete tasks.

**(b) In relation to the Teacher**

To have formal and informal meetings with teachers to contribute to planning lessons/activities.

To prepare materials and resources.

To prepare students beforehand for a task.

To use differentiated activities with identified groups.

To support the teacher in implementing specific teaching programmes.

To supervise practical tasks.

To carry out structured classroom assessment/observation and feedback outcomes to teaching staff.

To be involved in keeping records and evaluating identified students' progress.

To provide support to other students in the class as directed by the class teacher.

To help teachers to plan learning activities and complete records.

To support teachers in managing class behaviour.

To supervise small group activities.

### **(c) In relation to the School**

To work as part of the team, liaising, advising and consulting with teaching and non-teaching staff as appropriate.

To support and implement school policies and procedures (including those relating to confidentiality and behavior).

To identify personal training needs and to attend appropriate internal and external in-service training.

Any other tasks as directed by the Principal which fall within the remit of the post e.g. First Aid, Moving and Handling and on occasions to be available to provide cover for absent colleagues.

Contribute to reviews and assessments of students in writing (following any guidelines provided) and/or verbally.

#### **Statutory duties:**

- **Safeguarding**

To be responsible for promoting and safeguarding the welfare of children, young people and vulnerable adults and for raising any concerns in line with BCAT procedures.

- **Equality and Diversity**

To be responsible for promoting equality and diversity in line with BCAT procedures.

- **Health and Safety**

To be responsible for following health and safety requirements in line with BCAT procedures

- **Training and development**

To participate proactively in training and development including qualification development required in the job role.

- **Other duties**

Any other duties as determined by your line Manager

Date 8.06.2024

## PERSON SPECIFICATION FOR LEARNING SUPPORT ASSISTANT

SPECIFICATION	ESSENTIAL	DESIRABLE
Qualification and training	<p>A good general education</p> <p>GCSE English and Maths Grade C or above.</p>	<p>Qualifications in ICT</p> <p>Moving and Handling</p> <p>First Aid</p> <p>Personal Care</p>
Experience	Evidence of having worked with children in some capacity; this could be as a parent/carer.	Experience of working with children with SEN, preferably secondary school age.
Qualities, skills, knowledge and abilities.	<p>A positive interest in working with children.</p> <p>Ability to get the best out of children.</p> <p>A sense of humour.</p> <p>Adaptability and creativity.</p> <p>Able to work on your own and as part of a team.</p> <p>Ability to build good working relationships with a range of colleagues and children.</p> <p>A clear communicator.</p> <p>Ability to work calmly.</p> <p>Caring and dedicated.</p> <p>Energy, enthusiasm and patience.</p> <p>The ability to manage groups of children and cope with challenging behaviour.</p>	<p>A general knowledge of working with children with Special Educational Needs.</p> <p>Experience of working with/caring for children with disabilities.</p>