



# CROFTON SCHOOL

KINDNESS AMBITION DILIGENCE

<b>Role:</b>	<b>Learning Support Intervention Practitioner (The Croft)</b>
<b>Grade:</b>	C
<b>Working hours:</b>	37 Hours per Week
<b>Working days:</b>	41 Weeks per year; Monday – Friday or as instructed by the Headteacher/your line manager.
<b>Location:</b>	Crofton School
<b>Reports to:</b>	ASD Coordinator

---

This role profile does not define in detail all the duties and responsibilities of the post. Your attention is drawn to the Crofton School Staff Handbook, which gives details of current school routines.

---

### **Job Purpose:**

Provide Intervention programmes to students.

Assist in the support and inclusion of all students.

Develop learning activities for individual students or groups of students and deliver sessions under the professional direction/supervision of a teacher / the ASD Coordinator / Speech and Language Therapist.

---

### **Roles and Responsibilities:**

Support for the ASD Coordinator:

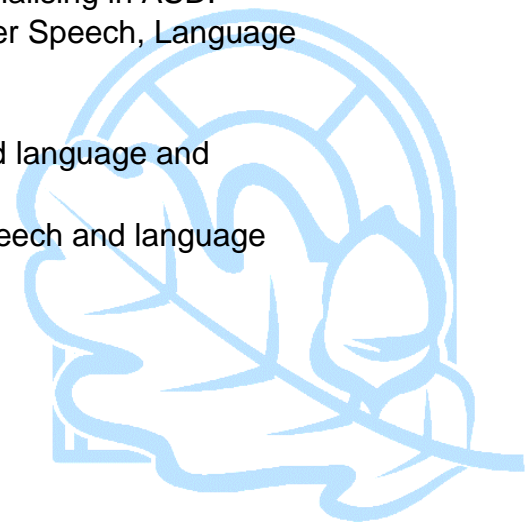
- Support the ASD Coordinator in the mentoring of newly appointed Learning Support Assistants.
- Be flexible with timetable in order to allow the department to function efficiently, covering internal absences as directed by the ASD Coordinator.

Administration of the work of the team:

- Carry out administrative and clerical tasks, as required.
- Undertake training, if necessary, to develop skills in personnel management.

Working with Students, Teachers and other professionals:

- Delivering interventions in an educational setting specialising in ASD:
  - Able to arrange, manage, coordinate and deliver Speech, Language and Communication programmes.
- Liaise with relevant professionals such as Speech and language and occupational therapists.
- Deliver programs as agreed with ASD coordinator, speech and language therapist and occupational therapist.



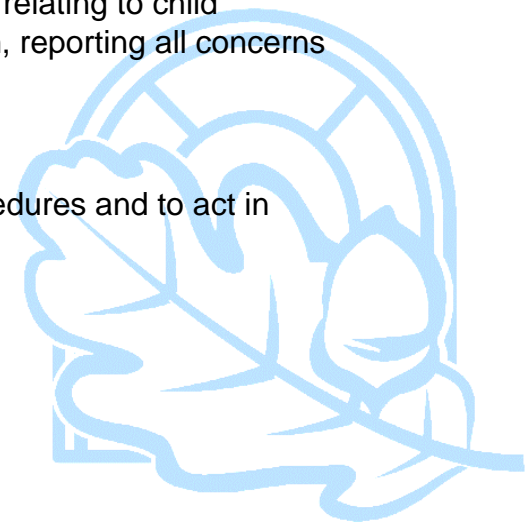
- Assume whole-group responsibility for a group or groups of students with special educational needs; work without direct supervision but under the direction of a teacher.
- Provide appropriate in class and/or 1-to-1 support to students with special educational needs, as directed by the subject teacher.
- Plan and work with individual or small groups of students with special educational needs within the Croft, as directed by the subject teacher.
- Plan varied and appropriate CAL and OT sessions..
- Conduct lessons in a positive and encouraging way.
- Where appropriate, set suitable homework, using outcomes diagnostically.
- Use appropriate test materials to measure students' progress.
- Regularly update the ASD Coordinator on the effectiveness of programmes of study and the progress of students.
- Attend weekly briefings of the Croft and further meetings as required.
- Keep records of students' progress (including attendance, behaviour and learning) as directed by the ASD Coordinator and report concerns to the ASD Coordinator.
- Identify opportunities for students with SEND to work independently where appropriate; at such times to support other students in the classroom as appropriate.
- Arrive promptly at lessons and assist the class teacher, where possible, with their preparation; where appropriate encourage students to interact with others and engage in activities led by the teacher.
- Provide support for the student(s) emotional and social needs and encourage and role model positive behaviour in line with the school's behaviour policy. Demonstrate high expectations of work and behaviour.
- Take responsibility for identifying areas for personal and professional development to improve students' behaviour.
- Attend relevant in-service training sessions.
- Accompany and support students on trips and out of school activities.
- Write progress reports on students with special educational needs, as necessary, and contribute to the annual reviewing of statemented students.
- Attend Review Meetings and Case Conferences as required.
- Provide invigilation cover and examination support for students with special arrangements.
- Liaise with parents as necessary, under the direction of the ASD Coordinator.

#### Safeguarding and Confidentiality:

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.

#### Health and Safety:

- Be fully aware of health and safety regulations.
- Be familiar with fire and other similar evacuation procedures and to act in accordance with them in any emergency situation.



- Take responsible care for the health and safety of yourself and others who may be affected by your actions or omissions at work.
- Cooperate with any requirements to adhere to Statutory or other safety regulations.

Additional Duties:

- Carry out any additional duties as may be reasonably required by the Headteacher or your line manager.

---

**Review:**

This role profile will be reviewed annually during the performance management and may be amended after consultation.

Date Reviewed:

Reviewed by:

Additional notes:

