

Job Description

Learning Support Assistant

Salary and Hours

- Salary:** NJC Salary Scale. Grade 4 – Scale Points - **8 to 14**.
Full time Equivalent salary - £22,777 – £25,409
Salary will be pro-rated according to the number of hours/weeks worked per year
i.e. £19,482 – £21,733.
- Hours:** 37 hours per week. **Term Time Only**.
Monday to Thursday, between the hours of 8.15am and 4:15pm and Friday 8.15am
until 3.45pm
- Daily Direction from:** SENCO.
- Note:** All Support Staff are managed overall by the School Business Manager.

Purpose

The main purpose of the role will be to contribute to the inclusion work within the school by helping to raise standards of achievement in specified curriculum areas, providing specialist support to individual students and groups of students.

Specific duties and responsibilities

Support students by:

- addressing the educational needs of all students with SEN who require support to overcome barriers to learning by developing their potential both inside and outside the classroom. Promoting inclusivity and full access to a given learning curriculum as outlined in the SEN Code of Practice 2014;
- providing practical support in relation to any identified physical need;
- assisting with personal care needs for those students with personal care plans and/or health care plans;
- providing one to one or group support to identified student/students in all areas of health and safety;
- working to establish a supportive relationship with the students and parents concerned;
- promoting and reinforcing students' self-esteem;
- establishing positive relationships with students, acting as a positive role model for them and setting high expectations in relation to attainment and progress;

- being a key worker to named students;
- working with other key workers from the Inclusion Team in supporting students' educational, social and health care needs under the guidance of the SENCO/SEND Teacher;
- excellent SEN record keeping for named students;
- working with students both within and outside lessons to help develop reading comprehension, the understanding of key concepts, the production of written work, the effective communication of what has been learnt, and the development of necessary skills in a given curriculum area;
- accompanying students on school trips as required.

Support the teacher by:

- assisting in maintaining a safe and caring learning environment for students;
- working as part of a team in the development of individualised programmes of learning for students;
- leading small group interventions effectively;
- advising of any individual care needs or adaptations to the classroom that may be needed to facilitate access;
- attending departmental meetings to review a student's(s) academic progress and/or care arrangements, contributing to the meeting as required;
- delivering specified programmes of study and support for individuals and small groups of students under close supervision of the SENCO/SEND Teacher;
- liaising with subject teachers in the process of assessing an individual student's need and assisting with the provision and adaptation of appropriate teaching materials and strategies.

Support the school by:

- contributing to the overall ethos/work/aims of the school;
- being aware of and supporting difference, ensuring all students have equal access and opportunities to learn and develop;
- liaising with the SENCO to support the smooth and effective transfer and integration into school of particular students with specialist needs at key transition phases;
- continue to develop knowledge and understanding of SEN, keeping fully up to date with national and local developments;

- attending and contributing to SEND department meetings;
- participate in individual reviews and target setting related to your working practice with the SENCO, attending training and other learning/development activities as required;
- being aware of and supporting the implementation of school's policies/procedures and working within their framework;
- having due regard to safeguarding, reporting concerns as necessary to the designated person;
- being aware of confidential issues linked to home, student, teacher, schoolwork and to keep confidences as appropriate;
- playing a full part in school life by contributing to students' wider development;
- attending SEN Review meetings. Liaising and communicating with parents, colleagues, outside agencies and other relevant bodies;
- assisting in the supervision of students during the day as required, including lunch duty on a rota basis;
- promoting and developing extra-curricular activities for students with additional needs;

Additional Responsibilities

Undertake any other duties, which may reasonably be regarded as within the nature of the duties and responsibilities/grade of the post as defined, subject to the provision that normally any changes of a permanent nature shall be incorporated into the job description in specific terms.

Supplementary Information

Term-time includes the days on which the school is open for pupils together with INSET days.

The nature of the post requires a flexible working pattern to meet the needs of the school and individual students. Working arrangements will be determined through consultation.

Health and Safety

It is an Employee's responsibility to take reasonable care of themselves and others and anybody affected by their undertaking including any act(s) or omissions.

General

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment, to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date shown but may be changed to reflect or anticipate changes in the job commensurate with the grade and job title following consultation.

Signed: _____ Member of Staff

Date: _____

Signed: _____ Head Teacher

Date: _____