

Job Description

Learning Support Assistant



Salary:	Grade 3, SCP 6-9
Hours:	32.5 hours per week
Working weeks:	39 weeks
Annual Leave:	School holidays
Responsible to:	Executive SENCo / Deputy SENCo

General Scope of the post

To work with any student identified as having a special educational need or disability, in accordance with the student's education, health and care plan or their school SEND profile. Responsibility to help, encourage and influence students with their learning, emotional wellbeing and behaviour to promote independence.

Specific Duties and Responsibilities

- a. Assist students on arrival, movement in and between classes and departure from school giving assistance where necessary.
- b. Carry out reasonable daily personal care / hygiene duties where required to ensure the students' physical wellbeing and to assist in their development of personal hygiene and general personal safety standards.
- c. Supervise students at the beginning of the school day, break or lunch as agreed.
- d. Facilitate students of a range of abilities and ages to access and progress in the curriculum, whilst addressing the requirements of the SEND student profile.
- e. Assist with the planning and preparation of activities, and in the delivery of local and national initiatives and the implementation of the Academy intervention programme, e.g. literacy and numeracy strategies for a small group of targeted students.
- f. Monitor students' needs, reporting these to a designated person. Liaise with teachers, giving feedback and suggesting development in accordance with the SEND student profile.

Job Description Learning Support Assistant



- g. Promote development and learning (physical, emotional, educational, and social). Observe and record development as required by the Academy.
- h. Be a key worker for a small number of designated students ensuring the SEND student profile reviews are effective and carried out in line with the Code of Practice.
- i. Lead on a small intervention group (academic, social or emotional).
- j. Help prepare materials, organise and adapt resources within the classroom.
- k. Mount displays of various material, visual aids and student material.
- l. Participate in school activities and attend staff meetings and training courses as required.
- m. Supervise assigned groups or classes with work set by the relevant teacher.
- n. Provide First Aid support.
- o. Undertake such duties as may be determined from time to time within the scope of the post to support the general operation of the Academy.

2. MANAGEMENT/SUPERVISION

None

3. CREATIVITY AND INNOVATION

Work is within a general framework of recognised protocols and procedures according to Academy, local and national government policies. May need to be creative when assisting with the planning of activities or suggesting solutions for a student centred problem.

4. CONTACTS AND RELATIONSHIPS

Daily contact with pupils and their parents/carers, and other employees at the Academy. Liaise with other professionals under the supervision of the teacher.

Job Description

Learning Support Assistant



5. DECISIONS

Discretion

The post holder must act in accordance with Academy policies and procedures and relevant legislation, particularly in relation to child protection and behaviour management.

Consequences

Impact would be on a student or group of students within school. Actions would be easily and quickly identified and rectified.

6. RESOURCES

Personal possessions of others.

7. WORK ENVIRONMENT

Work Demands

Subject to conflicting priorities due to curriculum and care needs.

Physical Demands

Normal physical demands working in a school environment.

Working Conditions

School based and requirement to undertake duties of a personal nature.

Work Context

Potential risk to wellbeing through management of student behaviour. May experience abuse from contact with students or parents, or personal care/hygiene issues from some students.

8. KNOWLEDGE AND SKILLS

Previous experience, formal qualifications in learning support and ICT skills would be an advantage but not essential as training will be given. Should have the ability to communicate effectively with children and adults, be able to empathise with children and work as part of a team.

9. GENERAL

Equal Opportunities: The post holder is required to carry out the duties in accordance with the Academy's Equal Opportunities policies.

Health and Safety: The post holder is required to carry out the duties in accordance with the Academy's Health and Safety policies and procedures.

Signed by the postholder:

Dated: