

## Learning Support Assistant

32.5 hours per week, term time only

Grade 4, point 5 currently £17,353.76 (actual salary)

Job Description & Person Specification

### Job Description

#### Reporting to: SENDCo

#### Main responsibilities

- To support teaching staff in the development and education of students in accordance with the aims and policies of the school, sourcing work from teachers, ensuring tasks are completed in a measurable, time-specific way, recording outcomes.
- To assist teaching staff in the delivery of learning activities and work programmes and undertake predetermined activities with students so that their intellectual and social development (including self-reliance and self-esteem) are fostered.
- Provide input into the planning of learning activities for individuals and small groups of students to enable the teaching staff to make informed decisions when developing their plans.
- Supervise the activities of individuals or small groups of students both in and out of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour for learning policy.
- Record student information, in line with departmental procedures, to ensure that records are maintained.
- Liaise with parents and carers in conjunction with teaching staff to ensure effective communication concerning students' well-being.
- Supervise the behaviour of students whilst they are undertaking their work to ensure a safe and constructive learning environment.
- Display and present students' work under the direction of teaching staff, so that it enhances the learning environment and celebrates achievement.
- Attend staff and other meetings and participate in staff development and staff performance management as required.

- Share appropriate and positive strategies that have been used to enhance student achievement and learning.

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

This job description is not an exhaustive list, and you will be expected to carry out any other reasonable tasks as directed by your line manager.

On a day-to-day basis work will be organised and supported by the School's Assistant SENDCos who are support by the Assistant Headteacher: SEND Lead.

Please note a full induction programme will be provided and opportunities for participation in the extra-curricular life of the school are welcomed.

## Person Specification

	Desirable	Essential
<b>Qualification</b>		
GCSE English and Maths A*-C or equivalent		✓
A good standard of literacy and numeracy		✓
<b>Experience</b>		
Purposeful experience of working with young people, preferably in the 11-16 age range		✓
Purposeful experience of working with Primary aged children	✓	
<b>Knowledge &amp; Skills</b>		
Understanding safeguarding and child protection legislation		✓
Understanding health and safety requirements		✓
<b>Attributes</b>		
Ability to speak fluent English as covered by Part 7 of the Immigration Act (2016)		✓
Ability to communicate clearly and effectively with teachers, other professionals and students		✓
Excellent verbal and written communication skills		✓
Enthusiasm for encouraging all students to be ready to learn, respectful and safe and embrace all opportunities irrespective of barriers to learning		✓
Competent organisational skills		✓
Maintaining a calm approach when faced with challenging behaviours / attitudes		✓
<b>Suitable to work with children</b>		✓