



Watford Grammar School for Girls

JOB DESCRIPTION	
Job Title	Learning Support Assistant
Reports To	SENDCo
Contract Type	Permanent
Role	Non-Teaching
Working Pattern (Days)	Monday to Friday, 8am-4pm
Working Hours (Time)	Full or Part-Time
Unpaid Breaks	1 hour
Pay Range	H4, 6

Context of the post

In all matters the foremost will be the supporting of the aims of the School and the policies laid down by the Governing Body. The spirit of all the school policies is summed up by our mission statement:

“To foster the academic excellence and personal development of each pupil in a caring, stimulating and challenging environment so that each pupil is able to fulfil her full potential.

To promote high quality teaching and learning and to hold high expectations of each pupil both in terms of achievement and good behaviour.

To manage the school in ways which involve the whole staff in preserving and carrying forward the special character of Watford Grammar School for Girls, which is based on care and respect for every member of the school community.”

It is the responsibility of every member of staff to ensure at all time the safety of the children in their care. All adults working in the school should know about the school’s child protection procedures and the identity of the Designated Senior person for child protection.

Job Purpose

To assist in the support and inclusion of students with Special Educational Needs within WGS.

Main Duties & Responsibilities

This is not a comprehensive statement of tasks but sets out the main expectations of the role. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request to understand work of a similar level that is not specified in this job description. Equally the HR Manager will take ownership of some key school policies, which are reviewed by the SLT and Governing Body.

This job description is current at the date shown, but in consultation with the post holder, may be changed by the Headteacher to reflect and anticipate changes in the job commensurate with the grade and job title.



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The specific responsibility of the Learning Support Assistant is to:

- support the aims and ethos of the school;
- provide support for the teaching and learning of students, under the direction of the class teacher, to maximise outcomes;
- co-ordinate and deliver small group and 1:1 intervention programmes to identified students including those working significantly below age-related expectation and/or who new to English or at the early acquisition stage;
- provide 1:1 supervision for students with mobility issues and/or support with personal care;
- establish and maintain positive relationships with students, parents/carers and colleagues;
- adopt a flexible approach to the daily routine to best meet the needs of students requiring support at any given time;
- encourage acceptance and inclusion of the students with special educational needs;
- develop an understanding of individual student needs and respond appropriately;
- adopt appropriate strategies and approaches of support which enable students to fully participate in learning in the classroom and in extended curricular activities;
- liaise with teaching staff to ensure support within the classroom is purposeful and impactful and provide feedback on identified students;
- prepare and/or adapt resources and materials to suit the needs of individual students;
- encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities appropriate for their age and special educational needs, which may include participating in physical activities if required;
- provide support in the delivery of the core skills including numeracy, literacy and ICT;
- develop methods for promoting and reinforcing students' self-esteem;
- contribute to the development of personal, social and academic skills through one to one and small group work;
- contribute to the development and maintenance of student learning plans and passports;
- assist in the monitoring and assessment of pupil progress by maintain accurate records of student progress, achievement and areas for development;
- provide reports on pupil progress and achievement for parents/carers and other professionals, carrying out review meetings, as appropriate;
- foster positive links between the home and school, assisting parents in supporting students' learning;
- be aware of confidential issues linked to home/student/teacher/schoolwork and to keep confidence appropriately;
- contribute to the access arrangements process including administrative duties, invigilation and supporting students in understanding and effectively utilising their arrangements;
- provide cover, in the event of absence of SEN and Learning Support staff;
- on occasion, provide classroom cover in the absence of teaching staff;
- attend team and staff meetings.

GENERAL

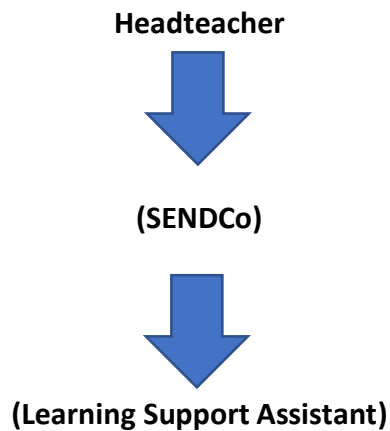
To take part in:

- professional development and training
- school performance management process
- any other reasonable duties as requested by the Headmistress



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Organisation Structure



Notes

- a. All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.
- b. Staff uphold public trust in Watford Grammar School for Girls therefore staff are expected to maintain high standards of ethics and behaviour, within and outside school, by:
 - i. Treating pupils and colleagues with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to their position.
 - ii. Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions as appropriate.
 - iii. Showing tolerance of and respect for the rights of others
 - iv. Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
 - v. Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
 - vi. All staff must have proper and professional regard for the ethos, policies and practices of Watford Grammar School for Girls and maintain high standards in their own attendance and punctuality.
- c. The post holder will take part in an annual performance Review at which objectives will be set and development needs identified.
- d. It is a statutory requirement that all public sector workers in customer facing roles must be able to speak English fluently and you will be expected to demonstrate at interview and in the classroom the ability to converse at ease



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and at an appropriate level in accurate English with pupils, parents, and visitors to the school.

- e. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- f. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part may be so construed.
- g. This job description is not necessarily a comprehensive definition of the post.
- h. The duties and responsibilities listed describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be deemed necessary by the Headmistress.
- i. The job description will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.

Please sign both copies of this job description, keeping one for your files and returning one to the HR Department, within 14 days. If it is not returned within 14 days your acceptance will be presumed.

Signed:

Date:

Headteacher

Signed:

Date:

Post holder