**SAINT BENEDICT CATHOLIC SCHOOL AND PERFORMING ARTS COLLEGE**

**Special Needs and Inclusion Department**

**ERB LEARNING SUPPORT ASSISTANT**

**JOB DESCRIPTION LEVEL 1**

**Job Purpose**

* Provide support to the Headteacher, SENCO, Directors of Learning and teachers across a range of student-centered activities which promote learning and inclusion.
* Work with individual students as directed by the Headteacher, SENCO/Director of Learning

**Supervision Received**

Appointed within the school as part of the SEN and Inclusion Department

* To work within the general directions of the Headteacher
* To work under the leadership and supervision of the SENCO/Director of Learning

**Supervision Exercised**

* No direct line management responsibilities
* Occasional demonstration of duties to other employees, students, trainees and participation in the induction process.

**DUTIES**

**Support for the School**

* Act in accordance with school policies and procedures and relevant legislation particularly in relation to child protection and behaviour management
* Actively encourage inclusion within the school community
* Participate with other team members in the development, planning, implementation and evaluation of learning programmes for individuals and groups of students.
* Participate in the delivery of local and national initiatives, for example, literacy and numeracy strategy.
* Monitor and contribute to the assessment and recording of students’ development and be involved in the sharing of this information.
* Appropriate record keeping and report writing as directed by the SENCO, Director of Learning for SEN and Inclusion and Senior Learning Support Assistant
* Attend reviews during normal working hours
* Participate in and contribute to staff meetings, departmental meetings and INSET.
* Maintain and develop good working relationships with parents and other adults involved with each child, including liaison and collaboration with subject teachers and other colleagues
* Give general support to school activities
* Promote the Catholic ethos of the school
* Support with toileting of students, which may involve all aspects of personal care.
* Support students with eating as needed, which may include assisted feeding, 1:1 support, cutting up food and supporting with spillages.
* Assist with physiotherapy activities.

**Support for the Teacher**

* Prepare support materials, modify and simplify work (this to be done under teacher supervision)
* Contribute to the preparation of classrooms
* Display work and information for students and adults
* Exercise general care and supervision of students during the school day, inside and outside

**Support for the Child**

* Supporting students in lessons,
* Be the key worker for specified students
* Promote development and learning, physical, emotional, educational and social
* Provide a secure, caring and enriching environment for the students
* Support students including those on the SEN continuum
* Encourage acceptance and inclusion of all students
* Have familiarity with all relevant EHC plans
* Help to promote students’ self esteem
* Explaining set work to students
* Supervising students in social situations where required
* Acting as Reader/ Scribe /Prompter as required for Exam Concessions

**Other duties as requested by the Headteacher, SENCO/Director of Learning**