|  |  |  |  |
| --- | --- | --- | --- |
|  | | **Learning Support Assistant** | |
| **Job Description: Learning Support Assistant** | | | |
| **Line Manager:** | Overall Line Manager: SENCO or Co-Heads of Shine | | |
| **Main Purpose of Role:** | To work with teaching staff to help students access the curriculum and ACHIEVE | | |
| **Main Responsibilities:**   1. To provide support and intervention that will allow young people with SEND to ACHIEVE both academically and with regards to their personal development. 2. To provide support to individual students or small groups of students in the completion of a wide range of learning activities at all key stages within a secondary school environment. This will enable students to complete tasks to the best of their ability and includes but is not limited to: reading, writing, mathematics and other curriculum subjects in all Key Stages. Strategies for support may include use of adaptive teaching techniques such as chunking, use of visual cues, effective questioning, differentiation of resources and use of assistive technologies. 3. To support students with an EHCP, and any other students identified by the line manager, to access the curriculum. This may include supporting in lessons and during extra-curricular activities and school events. 4. To support students with physical disabilities or medical needs in transition around the school site. This may involve manual handling, pushing a wheelchair or carrying belongings. 5. To provide support and encourage students to become independent learners, including discrete prompting and guiding, celebrating their achievements and inspiring confidence and trust. 6. To help students develop their social and communication skills, encourage them to interact with others and engage in activities led by the teacher. 7. To deliver occupational therapy, physiotherapy or other plans that are designed and reviewed by external professionals. 8. To work collaboratively with colleagues to ensure that the strategies outlined in relevant individual plans (including EHCP’s, SSPs, HCPs and Risk Assessments) are implemented consistently and appropriately. 9. To plan an individual student or small groups of students for interventions during tutor time or at specified times throughout the day and to mentor nominated pupils. 10. To monitor student progress, keep appropriate records up-to-date and provide feedback on progress made and any observed difficulties in understanding or skills, to teachers and other relevant staff members so that appropriate targets/action plans can be identified. 11. To attend meetings with teachers, parents and other specialist professionals, contributing to student reviews and providing information on individual cases to enable action plans to be prepared. 12. To perform duties in line with Health & Safety rules and to take remedial action where hazards are identified. Where hazards are considered to be serious they should be reported to the Line Manager immediately. 13. To support students in the basic use of ICT, particularly where this will help them to better access the curriculum. 14. To accompany teaching staff and students on visits, trips and out-of-school activities as required. 15. To assist with the supervision of students out of lesson times, including before and after school and during breaks. 16. To assist teachers with preparation of the classroom, including setting up furniture and resources and helping to clear away afterwards. 17. To develop an area of SEND specialism/knowledge (training will be provided) in readiness to support individual or small groups of students as and when required. | | | |
| OTHER   1. Attend relevant INSET days and (where outside commitments allow) staff meetings. 2. To undertake First Aid training and manual handling training where this is appropriate a specific role. 3. To undertake any other duties not mentioned above, commensurate with the level of the post. This may include supporting at homework club or in extra-curricular activities in which case start and finish times would be adjusted. | | | |
| This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties of the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.  I have read the Job Description and understand the outline of my responsibilities as set out above. I accept that these may change from time to time in accordance with business requirements and will be reviewed annually as part of my performance appraisal. I also understand that I may be requested to carry out other reasonable activities from time to time which are in line with the requirements of the business. | | | |
| Name: | | | Signature: |
| Date: | | |  |

***Furze Platt Senior School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***