

MARK RUTHERFORD SCHOOL

**Lead Learning Support Assistant for students with
Special Educational Needs - Interventions**

JOB TITLE: SEND Interventions Lead Learning Support Assistant for students in the Learning Support Centre (LSC)

PAY LEVEL: Level 3d point range 7 – 11, starting point 7
33 hours 45 minutes per week including a 30 minute break

RESPONSIBLE TO: Director of SEND and Inclusion.

JOB PURPOSE To work under the direction of the Director of SEND and Inclusion as a team member to help students access the curriculum through targeted interventions and in class support.

Main duties and responsibilities:

- To work to the direction of the Director of SEND and Inclusion and Assistant SENDCo in the setup and delivery of interventions.
- To record interventions using Provision Maps.
- To monitor the impact of interventions using Provision Maps.
- Provide regular reports to the SEND Team outlining the impact of interventions on student progress and outcomes.
- To support individual students to access the curriculum i.e. to facilitate access to lessons and reinforcing the teacher's instructions in a visual format.
- To lead small group activities within a class or the LSC.
- To help in the preparation and organisation of classroom resources including making adjustments in classroom layout.
- To feedback information to the SENDCo on any observed difficulties in understanding or skills.
- To liaise with subject staff to facilitate catch-up interventions.
- To liaise with parents as necessary.
- To oversee the planning, delivery and monitoring of entry level qualifications, where appropriate.
- To be involved in the implementation of social skills.
- To oversee the planning, delivery and monitoring of Functional Skills English and Maths.
- To oversee the planning, delivery and monitoring of social, emotional and mental health interventions.
- To oversee the planning, delivery and monitoring of SLCN interventions.
- To share strategies with teachers on a regular basis.

- To support students transitioning into and out of the LSC.
- To assess the need of students and use detailed knowledge and specialist skills to support students' learning both within the classroom and in organised interventions.
- To select and prepare resources necessary to lead learning activities, taking account of students' interests and ability.
- To support, advise and provide training for other Learning Support Assistants.
- To respect the confidentiality of information relating to students and their families.
- To be willing to undertake training consistent with developing skills relevant to your duties and responsibilities.
- To help provide a positive ethos within the school so that students feel secure.
- To practice and promote fair and equal treatment of staff and students in the performance of their duties.
- To be prepared to undertake such duties as may be required by the Headteacher.

The above duties are not exhaustive and the post holder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Leadership Team.

This job description will be kept under review and may be amended via consultation with the individual, Governing Body and/or Leadership Team as required. Union representation will be welcomed in any such discussion.

November 2024