



RICKMANSWORTH SCHOOL JOB DESCRIPTION

TITLE:	Learning Support Assistant
RESPONSIBLE TO:	SENDCo
HOURS:	31 hours per week - Monday, Tuesday, Thursday, and Friday, 08:30 – 15:15 Wednesday - 08:15-16:15 (extra hour may change to another working day, this will be dependent on the school needs) (All times detailed above include a 45 minute unpaid lunch break)
GRADE:	H3 Point 5 - 6
SALARY:	Actual Salary: £17,628.91 – £17,911.83 (including fringe)
CONTRACT:	Term Time + 5 INSET days
NOTICE PERIOD:	3 months
PURPOSE OF THE POST:	Work, under the guidance of the class teacher and SENDCo, to implement agreed programmes/intervention strategies with groups of students both in and outside the classroom and assist in evaluating their impact.

Main Purpose of Role

- To support students in lessons at Key Stages 3 and 4
- To ensure SEND students' access to the curriculum through clarification, explanations and equipment as necessary
- To liaise closely with teachers and the SENDCo
- Be aware and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection. Report concerns to the appropriate person
- To track the outcomes of interventions and meet with students to check their progress

Duties as Learning Support Assistant

- To use specialist knowledge to support students' learning
- To work with small groups or one-to-one with students with SEND
- To establish positive and productive working relationships with the students and actively promote inclusion
- To provide feedback to students and teachers
- To promote positive attitudes to learning
- To attend, and participate in, meetings and training activities as required

Review and Develop own professional practice

Develop and maintain effectiveness as a member of the School staff by taking responsibility for own continuing professional development. Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

Standards and quality assurance

- Support the aims and ethos of the School
- Set a good example in terms of dress, punctuality and attendance
- Follow and uphold School policies
- Participate in staff training
- Develop links with the Trustees, Hertfordshire Education Authority and neighbouring Schools as appropriate

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.

Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.

A commitment to equal opportunities	E	A/I
A commitment to safeguarding and promoting the welfare of children and young people	E	A/I
Ability to work cooperatively and sensitively with others, both independently and as part of a team	E	A/I
Committed to professional development and training	E	A/I
Committed to equal opportunities and working in a multicultural environment	E	A/I
Enthusiastic and self-motivated	E	A/I
Caring, tolerant and patient	E	A/I
Ability to display a calm, tactful and responsible attitude	E	A/I
Flexible approach and the ability to adapt to change within the working environment	E	A/I
Ability to take instruction and work on your own initiative	E	A/I
Values:		
High work standards and accuracy. Pride in a job well done	E	A/I
Interest in the education of young people	E	A/I
Engage with and actively promote Rickmansworth School's sustainability goals	E	I
The belief that every student can and will achieve their very best	E	A
Good organisational skills	E	A/I
Highly motivated and willing to go beyond the confines of the classroom to "give more" to the students	E	A/I
Ability to work to deadlines and manage pressure	E	A/I
Record of good attendance and punctuality	E	A/I
The belief that every student can and will achieve their very best	E	A/I
Good organisational skills	E	A/I
Safeguarding and welfare of the School community:		
The ability to maintain appropriate relationships with all members of the School community	E	A/I
The ability to manage student and colleagues behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I
Uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination	E	A/I