# LEARNING SUPPORT ASSISTANT

**Job Title:** Learning Support Assistant for a pupil with a Statement of Special Educational Needs

**Line Manager:** Learning Support Manager/SENDCo

**Purpose of Job:** To assist and support a student with a statement for ASD. Also to support other SEN students as required.

**Hours:** 30 hours per week, 39 weeks (term time only)

**Start Date:** as soon as possible subject to DBS checks etc.

**Responsibilities of the post:**

The Learning Support Assistant’s (LSA) main role is to provide assistance for the student with a statement of special educational needs. The LSA will support the student in integrating as fully as possible in the activities generally undertaken by the other students in the class to make progress.

***Supporting the pupil:-***

* To provide learning support for the student in class
* To develop knowledge of the particular needs of the student and seek advice from Learning Support Manager, Inclusion Manager, subject teacher and outside agencies as required
* To make or modify resources as suggested and advised by the Learning Support Manager, Inclusion Manager, Specialist teacher or other outside agencies
* Motivate and encourage the pupil to participate in all class activities
* Provide positive reinforcements, praise and rewards
* To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with students with special educational needs
* Provide support and facilitate interaction with peers in the classroom and around school

***Supporting the Class Teacher and SENCO:-***

* To work as part of the team to ensure that the well-being and personal development of the pupil enhances their learning opportunities and life skills
* To attend planning meetings with the Inclusion Manager and Learning Support Manager to develop learning programmes and to assist in the delivery of the individual learning programmes to promote learning, behaviour and communication skills
* To provide regular feedback to the Learning Support Manager, Inclusion Manager and relevant outside agencies about the pupil’s difficulties and progress
* To contribute to the pupil’s annual review by writing a brief report and attending the meeting

***Supporting the School:-***

* To participate in relevant professional development as deemed appropriate for the needs of the student
* To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs
* To maintain confidentiality and sensitivity to the pupil’s needs but have regard to the safeguarding procedures of the school and Buckinghamshire County Council

As per part 7 of the Immigration Act 2016, “the ability to converse with ease with members of the public and provide advice in accurate spoken English” is an essential requirement for this role.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken has not been identified.