The Priory School

A Voluntary Aided Church of England School

**Job Profile**

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| **Service conditions:** Surrey Pay | **Salary grade:** SP3 |
| **Hours per week:** up to 30 | **Weeks per year:** 39 |
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| **Job Title** | Learning Support Assistant |
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| **Responsible to** | SENDCo / Assistant SENDCo |
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| **Liaises with** | All staff |
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| **Purpose of Job** | To take a pro-active role in the support of the educational, social and physical needs of students throughout the school, including those with special educational needs; enabling them to fully access the curriculum and to assist in their support and integration within the school. |
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| **Job Duties** | Drawing on knowledge of a variety of special educational needs, to develop an understanding of the specific requirements of the students concerned. Support the class teacher with their responsibilities for the development and education of students with special educational needs. |
|  | Taking into account the special needs involved, to aid the students to learn as effectively as possible, both in small groups and independently by:   * liaising with class teachers on how best to support the student * clarifying and explaining instructions * ensuring student is able to use equipment and materials provided * motivating and encouraging student as required * focusing on weaker areas such as language, behaviour, reading, spelling, handwriting, presentation, etc. * helping students to concentrate and finish work set * meeting physical needs as required whilst encouraging independence |
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|  | To deliver intervention programs either 1:1 or in small groups under the direction of a teacher or HLTA.  To monitor progress on a regular basis in all subjects and to contribute to the maintenance of student’s progress records.  To support students with homework at homework club  To attend and contribute to the SEN Team meeting regarding the needs of students  To contribute to Surrey Reviews detailing student’s progress as required  To contribute to the student’s Learning Support Passport, write relevant notes and offer clear information on impact of support.  To mentor allocated student(s) to ensure organisation, attendance and homework are all up to date and to support the development of self-esteem and resilience  To keep in regular contact with parents/carers of students allocated for mentoring.  To provide regular feedback about the students to the teacher.  To establish a supportive relationship with the students concerned.  To be aware of confidential issues linked to home; student; teacher; schoolwork and to keep confidences appropriately. |
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|  | To encourage acceptance and integration of the student with special need within the school community |
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|  | To develop methods of promoting and reinforcing students’ self-esteem |
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|  | To liaise, advise and consult with other members of the team supporting the students when asked to do so |
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|  | To attend relevant staff meetings and in-service training |
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|  | Be prepared to undertake and maintain a current First Aid at work qualification and administer First Aid within school as required |
|  | To be aware of school procedures. Compliance with all health and safety procedures. Taking reasonable care for personal health and safety and that of others. |

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| **Qualifications required** | Minimum Grade C GCSE (or equivalent) in Maths and English  Experience of working with children is desirable but not essential  We will provide first aid training and regular staff training |

***The Priory School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake a DBS Enhanced Disclosure.***

**Note:** This job profile includes the principal responsibilities of the post. However the post holder will be required to adopt a flexible approach to meet the changing needs of The Priory School.