



Blessed John Henry

Newman RC College

JOB DESCRIPTION

JOB TITLE	Learning Support Assistant – SEN Level 2
DEPARTMENT	Curriculum Support
GRADE	Grade 3, 25 hours per week

Generic Responsibilities

- Endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the School Governors and subject thereto to those given by the Headteacher.
- Provide an education for the whole child and fostering in and through a Catholic atmosphere those qualities which will enable each individual to live happily and develop fully his or her intellectual, moral, physical, social, emotional and spiritual qualities.

JOB PURPOSE

To work under the guidance/instruction of designated teaching/senior staff to undertake work/care/support programmes, to enable access to learning for pupils and to assist the teacher in the delivery of teaching and learning to SEN pupils. Work may be carried out in the classroom or outside the main teaching area under the guidance of teaching staff.

KEY TASKS

- Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
- Supervise and support pupils to undertake and agreed learning activities/programmes linked to local and national curriculum and learning strategies, e.g literacy, numeracy, KS3, KS4 and 6th Form.
- Adjusting activities according to pupil responses and needs, including for those with special educational needs.
- The role may include toileting and changing children where appropriate, implementing related personal programmes including social, health, physical, and hygiene and welfare matters only after appropriate training has been undertaken.
- Promote inclusion and acceptance of all pupils in the classroom by encouraging them to interact with each other and to engage in activities led by the teacher.
- Support the effective use of ICT in learning activities and develop pupils' competence and

independence in its use, regular and relevant training.

- Support the implementation of Individual Education and Behaviour Plans for statemented pupils.
- Promote self-esteem and independence amongst pupils.
- Provide feedback to pupils on their progress and achievement under the guidance of a teacher, in line with the school policy.
- Promote good pupil behaviour, in line with school behaviour policies.
- Establish constructive relationships with parents and carers, promoting the schools home/liaison school policy.
- Assist the teacher with the preparation of teaching and learning materials and resources.
- Provide detailed feedback to teachers on pupils' achievement, progress, problems etc as requested.
- Undertake pupil record keeping as requested and assist with the collation of pupil reports as requested by the teacher, which may involve data inputting.
- Maintain a purposeful, orderly and supportive environment, in accordance with the lesson plans.
- Assist with the display of pupils' work.
- Prepare, maintain and use equipment/resources required to meet the lesson plans/learning activity and assist pupils in their use.
- Administer and mark straightforward routine tasks, e.g. spelling or mental arithmetic, and invigilate tests as required.
- Provide SEN clerical support for teachers, e.g. photocopying, filing, checking SEN deliveries and placing goods in stock, administering coursework, production of work sheets for agreed SEN activities.
- To support others within the classroom and the School, contributing to the achievement of School objectives by working as part of a team.
- Assist with activities outside the classroom, working as part of a team to oversee pupils and support Activity Leaders.
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher.
- Link between the Hearing Impaired and Visually Impaired units at Oldham LA including liaising with the units and teachers in school to organise appropriate work and ICT equipment. Manages all student appropriate hearing and visual aid equipment provided by external agencies.

STANDARD DUTIES

- To actively promote the equalities and diversity agenda in the workplace and in service delivery.
- To be familiar with customer care and Health and Safety policies of the school.
- Improve one's own practice through training observation, evaluation and discussion with colleagues. Recognize one's own strengths and areas of expertise and use these to advise and support others.

- Keep abreast of current developments in your area networking with colleagues and professional associations.
- Attend and participate in meetings within the school as required.
- Contribute to the overall work and ethos of the school and contribute to the promotion of the school through marketing e.g. open evenings and media publications
- Appreciate and support the role of other people in the team.
- Work flexibly and undertake other duties of an equivalent nature that may be required by the Headteacher
- All support staff take an active role in the care and guidance of pupils and the post holder will be expected to fulfill the role of assistant to the Lead Form Tutor.
- To invigilate exams when required.

CONTACTS

Pupils, staff, parents, external agencies and visitors.

RELATIONSHIP TO OTHER POSTS

Responsible to: SENCO and Learning Support Manager

	DATE	NAME	POST TITLE
PREPARED	22/02/2017	Hayley Cassell	Senior HR Admin
REVIEWED			
REVIEWED			