

**JOB DESCRIPTION: Key Support Worker / Learning Support Assistant**

<b>Grade:</b>	<b>ME4</b>
<b>Responsible to:</b>	Access Centre Manager / SENCo
<b>Responsible for:</b>	Students within given subject area
<b>Hours of work:</b>	This post is for 30 hours per week / 39 weeks per year. Shift patterns to be confirmed. Start time will be 7.30, 8.00 or 8.30

**PURPOSE OF THE JOB**

1. To support students throughout their curriculum experience
2. To work under the instruction and guidance of teaching staff to undertake work/care/support programmes, so students are able to access their curriculum.
3. To assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area
4. To help facilitate after school support and learning activities

**Main Duties**

**Support for Students:**

- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes
- Establish constructive relationships with students and interact with them according to individual needs
- Promote the inclusion and acceptance of all students
- Encourage students to interact with others and engage in activities led by the teacher
- Set challenging and demanding expectations and promote self-esteem and independence
- Provide feedback to students in relation to progress and achievement under the guidance of the teacher
- To attend weekly SEND department meetings and ad hoc training sessions

## **Support for teachers**

- Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans and assist with the display of students' work
- Use strategies, in liaison with the teacher, to support students to achieve learning goals
- Assist with the planning of learning activities
- Monitor students' responses to learning activities and accurately record achievement/progress as directed
- Provide detailed and regular feedback to teachers on student's achievement, progress, learning needs etc.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with the school policy and encourage students to take responsibility for their own behaviour
- Establish constructive relationships with parents/carers
- Administer routine tests and invigilate exams and undertake routine marking of students' work
- Provide clerical/admin support e.g. photocopying, typing, filing, money, administer coursework etc.

## **Support for the Curriculum**

1. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to the students needs.
2. Undertake programmes linked to local and national learning strategies e.g. literacy, numeracy, KS3, early years recording achievement and progress and feeding back to the teacher
3. Support the use of ICT in learning activities and develop students' competence and independence in its use
4. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use
5. To promote the general progress and well-being of individual students and the Tutor Group as a whole.
6. To liaise with the relevant pastoral leaders to ensure the implementation of the Student Support system.
7. To register students, accompany them to assemblies, encourage their full attendance to all lessons and their participation in other aspects of school life
8. To undertake other duties appropriate to the post that may reasonably be required from time to time including breakfast, lunchtime and after school enrichment and support sessions.

## **Support for the School**

1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
2. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
3. Contribute to the overall ethos/work/aims of the school
4. Appreciate and support the role of other professionals
5. Attend and participate in relevant meetings as required
6. Participate in training and other learning activities and performance development as required

7. Assist with the supervision of students out of lesson times, including before and after school and at lunchtime
8. Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher
9. Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
10. Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
11. Recognise own strengths and areas of expertise and use these to advise and support others
12. Be responsible for the provision of out of school learning activities within guidelines established by the school

**Personal Responsibilities:**

1. To follow school procedures regarding signing in and out , as well as any other procedures relating to attendance.
2. Playing a full part in the life of the school community, supporting its distinctive mission and ethos
3. Supporting the school in meeting its legal requirements for worship
4. Actively promoting school policies and procedures
5. Responsibility for own continued professional development
6. Compliance with the school's Health & Safety policy undertaking risk assessments as appropriate.
7. To be courteous to colleagues, visitors and telephone callers and provide a welcoming environment
8. Attending meetings scheduled in the school calendar punctually
9. Adhering to the School's Safeguarding Policy

**Notes:**

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment
- This job description allocates duties and responsibilities but does not direct the particular 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 definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the holder of the post
- The duties may be varied to meet the changing demands of the school at the reasonable discretion of the Assistant Headteacher