# **Writhlington School and Mendip Studio School**

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| Job Title: | Learning Support Assistant (Level 2) |
| Responsible to: | SENDCO and HLTA |
| Grade & Hours | 34 Hours per week, term time only  Grade P |

**Principal Tasks & Responsibilities:**

* To undertake work, care or intervention programmes under direction or supervision to enable access to learning for students and to work alongside the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area.

**Curriculum**

* To support individual students with practical, academic, organisational and personal needs including social, health, physical, hygiene, first aid and welfare matters as appropriate, ensuring their safety and access to learning
* To assist with the development and implementation of individual provision maps, single support plans and/or personal care programmes
* To withdraw and work withindividuals and small groups to enable intensive intervention work to take place
* To undertake structured and agreed learning activities or intervention programmes, adjusting activities to enable the students to make progress e.g. literacy, numeracy and programmes designed for students with specific learning difficulties.
* To establish constructive relationships with pupils, acting as a role model, being aware of and responding appropriately to individual needs
* To encourage pupils to interact with others and engage in activities by creating and maintaining a purposeful, orderly and supportive environment
* To set challenging and demanding expectations which promote self-esteem and independence
* To promote good student behaviour, dealing promptly with conflict and incidents, encouraging students to take responsibility for their own behaviour through use of the school’s sanction and reward system
* To assist with the planning of learning activities andprepare materials for use by students with learning difficulties in order for them to access the curriculum
* To create, maintain and develop learning resources within the department
* To promote and support the use of ICT in learning activities and develop students’ competence and independence in its use
* To liaise with teachers or HLTA in order to prepare, maintain or use equipment or resources required to access the relevant learning activity and assist pupils in their use
* To monitor students’ responses to learning activities and accurately record achievement/ progress
* To provide feedback to students in relation to progress and achievement under the guidance of the teacher/HLTA
* To provide detailed and regular feedback to teachers or HLTA on students’ achievement, progress or difficulties and suggest alternative teaching strategies to enable students to overcome barriers to learning
* To contribute to the provision of lunchtime clubs and activities run as part of the SEND programme

**Administration**

* To maintain accurate records of tasks and the outcomes or impact of interventions under the supervision of the SENDCO, teachers or HLTA
* To assist with daily administration tasks within the department, as directed by the SENDCO or HLTA; photocopying, filing, word processing, etc.
* To use SIMS/PARS to record any sanctions or rewards given to students
* To support teaching staff with the display of students’ work to ensure classrooms are an attractive learning environment
* To update the student progress file in order to track and monitor the progress of SEND students
* To collate and report information to and from parents and carers under direction from the SENDCO, teacher or HLTA

**General**

* To participate in supervising HU27 at break time
* To attend and participate in all Department, Support and full Staff Meetings as and when required
* To take part in the School’s Annual Review and Performance Management Scheme for Support Staff
* To participate in staff development and training opportunities relevant to the job description
* To play an active part in the life of the school, sharing the aims and objectives of Dragonfly Education Trust and to support members of the Leadership Group at all times
* To become aware of and adhere to all school policies
* To carry out other duties as are required and as are commensurate with the grade of this post
* 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 the teacher
* To attend training courses as directed by the SENDCO

**Physical Effort**

The postholder will be expected to undertake bending, stretching and lifting in the course of their duties e.g. preparing the classroom, displaying students’ work, assisting students during lesson times, engaging in activities led by the teacher. There may be an increased level of physical effort required for children with personal or specialist needs.

**Dragonfly Education Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment.**

**Personal Specification**

It is expected that the successful candidate would possess the following attributes:

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| **Essential** |
| **Either**  NVQ 2 for Teaching Assistants or equivalent qualification or experience plus completion of the DfES Teacher Assistant Induction Programme or willingness to undertake within six months of appointment  **Or**  a minimum of 3 years recent, relevant experience, which demonstrates the postholder, has applied a wide range of strategies supporting children and successful experience of delivering education programmes over a longer period, e.g. 6 – 8 weeks, with minimum supervision only. |
| A minimum of 3 GCSE passes at Grade C or above or equivalent including with proficiency in literacy and numeracy. |
| All applicants must have experience of working with or caring for children of a relevant age in either a paid, voluntary or domestic environment and able to show an understanding of child development and a wide range of issues concerning their education and welfare. |
| An ability to relate well to both children and adults. |
| Be able to demonstrate experience of using a number of learning strategies whilst working with a range of children with complex needs and take responsibility for delivery of an educational programme with minimum supervision only. |
| To work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these. |
| Ability to effectively use ICT to support learning and use of other equipment technology i.e. computer, video, photocopier. |
| Commitment to working with and on behalf of, diverse groups of people in a way which values and respects their needs |
| Demonstrates integrity and trust |
| Builds constructive working relationships through diplomacy and tact |
| Motivates students to do their best through optimistic approach |
| Gains the trust and respect of students, parents and staff |
| Organised to prioritise and multitask, completing tasks effectively |
| Communicates effectively with students and colleagues about progress |
| Drive to complete challenging tasks, embracing opportunities for success |
| Solution focussed and co-operative |
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| **Desirable** |
| Appropriate knowledge of general first aid. |
| Training in the relevant learning strategies e.g. literacy. |
| General understanding of national curriculum and other basic learning programmes/strategies/codes of practice. |
| Ability to self-evaluate learning needs and actively seek learning opportunities. |