

Blue Coat Church of England School and Music College

JOB DESCRIPTION– LEARNING SUPPORT ASSISTANT

Job Purpose

To assist in the support and inclusion of children with special educational needs, within a mainstream school as directed by the Deputy Head curriculum and SENCO.

To assist the SENCO in the administration of the SEN code of practice and the inclusion department generally.

Duties and Responsibilities

Supporting the Student

1. Under the direction of teaching staff, provide assistance and support to learners in a range of lessons and activities.
2. Assist in contributing to the assessment and review of learners' progress.
3. To develop an understanding of the specific needs of the child/ren concerned, in consultation with the SENCO.
4. Taking into account the needs involved, to aid the child/ren to learn as effectively as possible both in group situations and on his/her own by, for example:
 - Clarifying and simplifying instructions.
 - Ensuring pupils are able to use the materials provided and amending them if necessary.
 - Motivating and encouraging child as required.
 - Assisting in weak areas e.g. language, behaviour, reading, spelling, handwriting/ presentation etc.
 - Helping students to concentrate on and finish work set.
 - Meeting physical needs as required whilst encouraging independence.
5. To establish a supportive relationship with the child/ren concerned.
6. To encourage acceptance and inclusion of the child with special needs.
7. To develop methods of promoting/reinforcing student's self-esteem.

Supporting the Teacher/Department

1. To work with a department/s by:
 - Planning with the teaching staff to support the progress of students on the additional needs register.
 - Reviewing schemes of work.
 - Advising on differentiation of work and strategies to use with SEN pupils to aid their learning.

- Plan and negotiate with staff to ameliorate any difficulties experienced by children with special education needs.
 - To contribute to collating/maintaining records/students files.
 - To provide regular feedback about the child/ren to the teacher and departments.
2. To work with the SENCO to provide targeted support and intervention packages for individuals or small groups of pupils.
 - To support in the development of intervention resources and materials to enable students to access the curriculum, achieve their potential and make progress.

Supporting the School

1. To liaise, advise and consult with other members of the team supporting the child/ren when asked to do so.
2. To assist in developing links with departments and subject staff.
3. To contribute to reviews of the child's progress.
4. To liaise with parents/carers regarding student progress and support when appropriate.
5. To keep up-to-date with the use of ICT to facilitate student support and administration.
6. To supervise students on and off school site.
7. To mentor, challenge and support students.
8. To attend relevant in-service training including Blue Coat School after school CPD training sessions.
9. To be aware of and follow relevant LA procedures.

General

All duties and responsibilities must be carried out with regard to the School's Health and Safety Policy.

Post holders will be accountable for carrying out all duties and responsibilities with due regard to the School's Equal Opportunities Policy.

Duties which include processing of any personal data must be undertaken within the corporate data protection guidelines.

Blue Coat School operates a strictly non-smoking policy.

Responsible to The Special Educational Needs Co-ordinator