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| JOB PROFILE Laurence Jackson School |
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| **Post: Learning Support Assistant**  **Grade:** C  **Responsible to: SENCO**  **Hours:** 33 hours term time only  **Working Times: 8am – 3pm** |
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| **Job Purpose**: To help and support SEN students both in mainstream classes and in small SEN withdrawal groups. |
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| **Principal Responsibilities:**   * Draw on knowledge of various forms of special needs to develop and understand the specific needs of the students concerned. * Taking into account the special needs involved to aid the students to learn as effectively as possible both in group situations and as individuals. (Examples would be weak areas such as reading and spelling; clarifying instructions and keeping students on task). * Establishing a supportive relationship with students concerned and help and support them where necessary. * Encourage the acceptance and integration of students with SEN. * Develop methods of promoting/reinforcing students’ self esteem * To assist with the development and/or maintenance and cataloguing of a variety of SEN resources i.e. the reproduction of work sheets, booklets etc. * To assist SEN students by acting as a Reader and/or Amanuensis during Internal and External Examinations at KS3 and GCSE level. * To be a fully committed member of the school SEN team by attending relevant INSET sessions and attending and contributing to SEN department meetings and Student Review meetings. * Help supervise SEN students in the classroom at lunchtime and accompany SEN students on ‘out of school’ activities. * Associate tutor and agreed. * Providing the SEN requirements of the role e.g. Toe by Toe, Exam Scribe etc as agreed with Senco |
| **General:**  To undertake any other duties as required by the Headteacher, commensurate with the level  Redcar & Cleveland Job Evaluation Profile Code  To participate in annual performance review and undertake CPD relevant to the post as required.  **Health and Safety and Safeguarding**  Adheres to the School H&S and Safeguarding policies. |