



An All-through Co-operative School

JOB DESCRIPTION

POST TITLE:	Learning Support Assistant (Fixed Term contract for 1 year until December 2017)
GRADE:	Scale 3 – spinal point scale 14 – 17 (£16,481 - £17,547 pro rata) plus London Weighting £1,830 pro rata Circa £14,520 - £15,365
RESPONSIBLE TO:	SENCO, Deputy SENCOs, ARP Managers
ACCOUNTABLE TO:	SENCO
HOURS OF WORK:	32.5 hours per week, term time plus 5 inset days

The person appointed should by experience, training or aptitude be prepared to demonstrate an ability to support the learning of children with a range of SEND to include:

- Cognition & Learning
- Communication and Interaction (Autistic Spectrum Disorder and Speech & Language)
- Social, Mental and Emotional
- Sensory and Physical

Support will be in the classroom, in the Learning Support Department or in the Additionally Resource Provisions (ARPs) Compass or Speech and Language Base. This role is to support students predominantly within Graphics, Art, Science lessons up to GCSE/BTEC, ARP students *and in other subjects as required*.

He / she will be responsible to the Special Needs Co-ordinator (SENCO) and will be line managed by one of the post-holders within the Learning Support Department.

Principal Accountabilities and Responsibilities.

1. To be committed to the principle of Inclusive Education by supporting the learning of students with a variety of needs in and out of the classroom, including some support during break time, lunch time and after-school on a rota basis.
2. Support identified students by:

- Being familiar with targets on Individual Plans
 - Liaising with Key Workers and Subject Teachers
 - Helping students become independent learners
 - Identifying students' barriers to learning and help them access the curriculum
 - Offering simplified or additional explanations
 - Helping students to develop their speech, language and communication skills and working with a speech and language therapist where appropriate
 - Offering support, as appropriate, with reading, written work and spelling
 - Ensuring the safety and integration of students with physical and sensory disabilities
 - Helping students to remain on task and to complete set work
 - Helping the student/s to participate in group work, oral work and in aspects of wider school life for example sports clubs and activities
 - Boosting self-esteem by praising effort and ensuring identifiable success in the classroom
 - Utilising IT to enhance learning and record assessment
 - Help with physiotherapy exercise programmes when necessary– training will be given
 - Help with toileting of disabled students when necessary – training will be given.
3. To work with students individually or in small groups, under supervision, to practice specific skills or to carry out classroom tasks.
 4. To key work a small number of students on the SEN register (SEN Support) acting as a learning mentor
 5. Contribute to the development and implementation of Individual Plans
 6. Establish constructive relationships with students and interact with them according to their individual learning and emotional needs.
 7. Assist with the planning of learning activities.
 8. To keep appropriate records on work carried out and students' progress (support summaries).
 9. Provide detailed feedback to Key Workers, year link staff and subject staff on student progress, achievements and problems and under guidance of teachers provide feedback to students on their progress and achievements.
 10. To attend and contribute to regular review meetings including annual reviews.
 11. Administer routine tests and invigilate exams
 12. Support and supervision of students during out of lesson times including before school, break times and lunch times. The Department runs a range of interventions including a range of lunch time clubs and after school activities.
 13. Accompany teaching staff on trips and school activities and take responsibility for a group under the general supervision of a teacher.

14. Provide a range of clerical and administrative support to the SENCO and Learning Support Department.
15. To take part in regular in service training and to continue to update and improve professional skills; to attend meetings as required (e.g. Whole staff Meetings, Learning Sets).
16. To do additional tasks as required by SENCO and Line Manager.
17. To be aware of and to comply with policies and procedures, and to report concerns to an appropriate person in respect of all school policies including Equal Opportunities, Child Protection, Health and Safety, Confidentiality and data protection.

All staff have a responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for or comes into contact with.

Any other duties appropriate to the role, as directed by the Head or a delegated representative of the Strategic Leadership Team.

General

Undertake these duties within agreed departmental service/school objectives, policies and procedures and promote the School's Equal Opportunities Policy.

Whilst carrying out duties, ensure that confidentiality is adhered to at all times, and ensure that procedures and guidelines are followed in line with data protection of all information and data you are exposed to in your line of duty.

Whilst the contractual hours of work will be captured within the contract of employment, the school expects all non-teaching employees to be flexible in terms of hours to accommodate delivery of excellent services and manage peak workloads.

Following appointment some minor negotiation of roles and responsibilities may be possible in order to take account of particular strengths and experience. Any changes to the job description following these discussions will be at the Head's discretion.

Conditions of employment

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The post holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body. The post holder shall be subject to all relevant statutory and institutional requirements.

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 as and when required and it may be subject to modification at any time after consultation with the appropriate parties.