

# Clacton County High School



## Job Outline

### Learning Support Assistant

**(with specialism in Social, Emotional and Mental Health (SEMH))**

<b>Line Manager:</b>	<b>SENCO</b>
<b>Responsible to:</b>	<b>Principal</b>
<b>Salary Grade:</b>	<b>Band 2</b>

#### Job Purpose

To work in partnership with class teachers to support learning in line with the national curriculum, codes of practice and school policies and procedures. To provide direct support for students with Social, Emotional and Mental Health (SEMH) difficulties, working with and helping facilitate those Student's successful inclusion in school life.

#### Key Responsibilities

- Provide particular and skilled support to Students with severe learning, behavioural, communication, social, sensory or physical difficulties
- To encourage the inclusion of students with emotional and/or behavioural difficulties in a mainstream setting by using positive behaviour management techniques designed to develop the students' ability to behave appropriately.
- To make a practical contribution to the implementation of an agreed school plan, designed to support a student's Individual Education Plan and/or the development of positive behaviour management systems in the school that are designed to promote and reinforce appropriate behaviour.
- To model, within class, support strategies designed to encourage and develop appropriate behaviour in a variety of settings, i.e. with individuals and group/whole class settings.
- Take an active role in the preparation, maintenance and control of stocks of materials and resources
- Working with individuals or small groups of children under the direction of teaching staff
- Understand specific learning needs and styles and provide differentiated support to Students individually and within a group
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to Students' responses as appropriate
- Establish positive relationships with Students supported
- Provide feedback to Students in relation to attainment and progress under the guidance of the teacher
- Support Students with activities which support literacy and numeracy skills
- Support the use of ICT in the classroom and develop Students' competence and independence in its use
- Promote the inclusion and acceptance of children with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Promote positive Student behaviour in line with school policies and help keep Students on task

- Participate in planning and evaluation of learning activities with the teacher, writing reports and records as required
- Monitor and record Student responses and learning achievements, drawing any problems which cannot be resolved easily to the attention of the teacher
- To support learning by selecting appropriate resources/methods to facilitate agreed learning activities
- To attend to Students' personal needs including help with social, welfare, physical and health matters, including minor first aid.
- Liaise with staff and other relevant professionals and provide information about Students as appropriate
- To supervise Students for limited and specified periods including break-times when the postholder should facilitate games and activities
- To assist with escorting Students on educational visits

### **General Responsibilities**

- To understand and apply school policies in relation to health, safety and welfare
- Attend relevant training and take responsibility for own development
- Attend relevant school meetings as required
- To respect confidentiality at all times
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

This job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title.

**Higher Expectations, Raising Aspirations**