BRENTSIDE HIGH SCHOOL

LEARNING SUPPORT ASSISTANT

JOB DESCRIPTION

- 1. Attend school/department meetings at the direction of the SENCO class/subject teacher for the purpose of reporting on and receiving information.
- 2. Participate in the preparation and presentation of formal and informal reviews and to contribute verbally to discussions.
- 3. Attend meetings concerning individual students, at the direction of the SENCO, class/subject teacher.
- 4. Under the direction of the SENCO, class/subject teacher to exchange and review information on the day to day management of the student(s).
- 5. Be aware of the students' individual needs and the targets and strategies on students' individual education plans. Keep written records on the day to day progress of students as directed.
- 6. Under the direction of the SENCO, class/subject teacher, to liaise with parents/carers and agencies involved in supporting the pupil(s) eg. Educational Psychologist, Education Social Worker, Speech Therapist, Occupational Therapist.
- 7. Facilitate and contribute to the students' learning and to help students access the curriculum:
 - Clarify and explain classroom instructions
 - Assist in areas such as language, behaviour, reading, spelling, handwriting, presentation, mathematics
 - Help students to concentrate on and finish work set
 - Meeting physical needs as required whilst encouraging independence
 - Ensure students are able to use equipment and materials provided
- 8. Support speech therapy and occupational therapy programmes under the guidance of professional staff.
- 9. To participate in the allocation of times to various duties (within the total hours) to enhance pupil's opportunities for development throughout the day (eg. in the playground, on visits and outings).
- 10. To ensure that specialist equipment allocated to students is used appropriately and keep in working order. Examples include hearing/visual aids, magnifiers, binoculars, laptop computers.
- 11. Adapt teaching materials to individual students' needs.
- 12. Contribute to the wider learning such as homework and extra-curricular clubs within the allocated hours.
- 13. Work one to one or with small groups to address students' SEN (eg Spelling Groups, Catch Up Literacy Programme, Wave 3 Maths Programme).
- 14. Staff the Inclusion Room for students who have seriously breached the Code of Conduct (such days are set by the Headteacher).
- 15. Work with students who have been excluded from school (usually in their homes).
- 16. Be aware of school procedures and relevant school policies.
- 17. Carry out any other task of a similar nature as directed by the Headteacher/SENCO.

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LEARNING SUPPORT ASSISTANT

PERSON SPECIFICATION

- 1. Ability to work in collaboration with others, as a member of a team both within the classroom and as part of the whole school team.
- 2. To communicate effectively both verbally and in writing with colleagues, parents/carers and other agencies in order to carry out the tasks as directed by the teacher.
- 3. Willingness to contribute to an educational environment which ensures equal opportunities for all students both within the classroom and whole school.
- 4. Willingness to learn how to set up and use resources and equipment eg. low vision and hearing aids, audio visual equipment and information technology.
- 5. To be numerate and literate in order to carry out the written and numeric aspects of the posts both with regard to the curriculum and other tasks as directed by the teacher.
- 6. The numeric aspects of the post include working with numbers, mathematics, games, counting and helping students comprehend figures and written numbers.
- 7. To be aware of the need for confidentiality concerning issues linked to home/students/teacher and school and to keep confidences appropriately.
- 8. Experience of working with young people in a voluntary or work capacity.
- 9. Education to at least degree level.