



JOB DESCRIPTION

Job Title:	Learning Support Assistant (Level 3) Based at Saturn Centre, Hurst Lane North, Castle Bromwich B36 0HD
Salary Band	Band C; points 8 – 14; £22,777 - £25,409 per annum Pro rata Actual Salary: £18,387 to £20,512 per annum
Contract;	Permanent; 35 hours per week; Monday to Friday
POSTHOLDER:	Vacancy
LINE MANAGER:	Director of Saturn Centre

Overall Responsibility

- To support children with Special Educational Needs within the School as directed by the SENDCo
- To assist the Director of Inclusion and SENDCo in the administration of the SEND Code of Practice and the department generally

Specific Duties

- To work with teaching staff and Pupil Progress Manager and SENDCo to identify pupils who are at risk of underachieving
- To work with Pupil Progress Manager in setting of individual pupil targets
- To have full knowledge and appreciation of the range of activities, courses opportunities and individuals that could be drawn up to provide extra support for pupils
- To undertake a range of responsibilities regarding identified pupils, as individuals or in groups, to support them in achieving their targets
- Contribute to programmes of study support, such as alternative education programmes

- To monitor and report on the implementation of all plans drawn up to remove barriers to learning for all pupils
- To inform Pupil Progress Manager of any issues within the year groups and to act on advice and direction
- To contact parents and carers as necessary to let them know about pupil achievement and to enlist their support and involvement
- Plan and deliver selected interventions to pupils who have been identified as requiring them as directed by the SENDCo and Director of Inclusion
- Complete baseline assessments and progress assessments to track impact of interventions
- Deliver in class support to pupils as and when it is deemed necessary as part of their provision
- Deliver group / 1:1 intervention within subject lessons where need is identified

Supporting Pupils

- To be responsible for and supporting EHCP pupils
- To be aware of the specific needs of the pupils and develop an understanding of their difficulties
- Support the Director of Inclusion & SENDCo in devising and updating pupil Individual Provision Plans
- To aid the effective in-class learning of children
- To work with teaching staff to support underachieving pupils by:
 - Reviewing schemes of work
 - Differentiating work for all ranges of abilities
 - Plan and negotiate with staff to ameliorate any difficulties experienced by children with Special Educational Needs
- To take responsibility for specific areas of self review within the department to support the ongoing improvement of students' learning experience and to underpin departmental improvement
- To support the extended school learning activities/interventions as designated by the Director of inclusion and SENCO

Supporting the Director of Saturn Centre and SENDCO

- Keeping records of pupil progress and work undertaken

- Helping to update the SEN register
- Contribute to the collection of information for reviews of pupil progress
- Attendance at meetings with parents as required
- To attend relevant in-service training
- Attending regular departmental meetings to monitor the work of the department
- Attending staff briefings (if in school)

Health, Safety and Security

- Co-operate with the employer on all issues to do with Health, Safety & Welfare
- Support the School's implementation of all other current statutory requirements, e.g. Disability Discrimination Act, Access to Work, Equal Opportunities, Child Protection.

Pastoral Care

- Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.

Continuing Professional Development – Personal

- In conjunction with the Principal, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school
- Undertake any necessary professional development as identified in the School Development Plan taking full advantage of any relevant training and development available
- Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Executive Principal, Principal, or the incumbent of the post.

Solihull Academy Trust is committed to safeguarding and promoting the welfare of learners and expects all staff and volunteers to share this commitment. An enhanced DBS check is required for all successful applicants, as well as two satisfactory references and other pre-employment checks. We are a socially inclusive and equal opportunities academy and committed to actively promoting

equal opportunities for all our staff and pupils. As part of the recruitment process we collect and process personal data relating to job applicants. We are committed to being transparent about how we collect and use this data, meeting Data Protection Regulations in line with GDPR compliance.

We provide all members of staff who join Solihull Academy Trust with a full induction programme.

Compiled by: Mrs C Keys	Revision Number 8
Approved by: Mr S Steinhaus	Revision Date - 01/12/2022