



Job Description

Job Title:	Learning Support Assistant
Location:	Saturn Centre, Hurst Ln N, Birmingham B36 0HD
Salary Band:	Band C; point 8 – 14, £25,992 - £28,624 pro-rata; Actual Salary: £22,282 to £24,538 per annum.
Contract:	Permanent, Full-time, 37 hours per week, Monday to Friday, Term time only plus Inset days, (39 weeks worked, 44.7 weeks paid)

Overall Responsibility

- To support teachers with students in classroom settings across the provision and external vocational providers
- To support children with Special Educational Needs within the Academy
- To supervise teaching groups during the absence of teachers. You will give instructions and deliver the cover work for the lesson as provided by a teacher and the primary focus of the role will be to maintain good order and keep students on task.
- Deliver specific interventions to identified groups of pupils as needed

Specific Duties

Supporting Pupils

- To be responsible for supporting pupils in a designated class group
- To be aware of the specific needs of the pupils and develop an understanding of their difficulties
- Act as a role model and set high expectations of conduct and behaviour
- Promote the inclusion and acceptance of all students within the classroom
- Keep students on task and respond to general queries
- To ensure the health and safety of all students when supervising classes
- To aid the effective learning of children by:
 - Clarifying and simplifying instructions;
 - Ensuring pupils are able to use the materials provided and amending them if necessary;
 - Motivating and encouraging pupils;
 - Assisting in areas of weakness such as handwriting, reading, spelling, calculations and practical skills and applications
 - Supporting pupils to complete homework and classwork;
 - Encouraging the pupils to develop independent learning habits;
 - Liaising with the class teacher to devise suitable alternative learning activities if required.
- To work with Department/s by:

- Differentiating work for all ranges of abilities
- Plan and negotiate with staff to minimise and support any difficulties experienced by children with Special Educational Needs and Disabilities.
- Supervise students engaged in learning activities when providing cover during the absence of teachers.

Support for teachers

- To liaise with teaching staff regarding cover work
- To be responsible for checking any cover requirements at the beginning and end of each day
- Provide objective and accurate feedback to the teacher following any cover lessons

Support for the curriculum

- Support the use of ICT where appropriate
- Make appropriate use of equipment and resources
- To offer administrative support to teachers

Supporting the Principal and SENDCO

- Keeping records of pupil progress and work undertaken.
- Helping to update the SEND 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

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 Principal, Director of Education or the incumbent of the post.