

Hendon School



Job Description

Post: Learning Support Assistant for Hendon Additional Resourced Provision for Deaf students (PDS)

Responsible to: PDS Managers

Hours per day: 29.2 hours per week / Term Time Only

Salary: SSP 6 – 9

Job purpose: To support PDS and mainstream teachers with their responsibility for the progression of PDS students. The key role is to ensure students have access to the mainstream curriculum.

Much of the work will be done in a mainstream setting but there will be small group and 1 to 1 teaching.

Main responsibilities

- Assist with the development and implementation of individual learning programmes including in class and PDS support.
- To pre and post tutor group and individuals. To attend form times and to be a key tutor
- To establish positive relationships with students and interact with them according to individual needs.
- To help PDS students integrate fully into school life.
- To promote deaf awareness and the inclusion and acceptance of all students.
- To set challenging and demanding targets and to promote independence.
- To provide feedback to students in relation to progress under the guidance of teaching staff.
- Promote good student behaviour.
- To participate in planning and review meetings to ensure appropriate support is provided
- To contribute to Annual reviews, end of term reviews, parent feedback and daily progress. To liaise with staff, parents and other professionals regarding the Annual Review process in the PDS.
- To ensure a high level of confidentiality.
- To accompany students on educational visits.
- To prepare for special events.
- Be aware of and comply with policies and procedures relating to safe guarding, health and safety, security, confidentiality and data protection. All concerns should be reported to the appropriate person.
- Be aware of and support diversity to ensure all students have equal access to opportunities to learn and develop, including a willingness to be involved in specialist training focusing on the needs of deaf students.
- Building good relationships with mainstream staff.
- Attend and contribute to meetings.
- Administer routine tests and invigilate exams.

This is not an exhaustive list and the post holder will be expected to complete other reasonable duties.

Hendon School is committed to the protection of children and expects all members of the community to support that commitment. All applicants will be required to complete a Disclosure and Barring Service check (of criminal record), thorough references and overseas background checks (where applicable) before an appointment can be confirmed.

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Name of role holder:

Date Provided: _____

Initialed by HR Partner/Line

Manager: _____