



Job Description

Job Title:	Learning Support Assistant, Senior School
Hours of Work:	2 days (15.00 hours) per week (Term time only) Fixed term contract
Reports to:	Head of Learning Support

Principal Role

The Learning Support Assistant will assist the Lead Teacher of Learning Support in the Senior School to ensure that the diverse learning needs of students are met through focused in class support and tailored programmes of individual one to one and/or group support.

The post holder will primarily work with class teachers in whole class settings but will also work on a one-to-one basis with individuals and with groups of students on the Learning Support Register to ensure that their academic potential is fulfilled.

The Learning Support Assistant will also be expected to undertake record keeping and general administration relating to students on the Learning Support register.

The postholder will be expected to promote our ethos whereby the personal development of the whole child is the shared common goal.

Main Duties

- To develop a knowledge of the range of learning support needs;
- Taking into account their specific learning support needs, to support students in developing the effectiveness of their learning through:
 - Building a rapport with the students and developing a supportive relationship
 - Clarifying and explaining instructions
 - Providing motivation and encouragement, and promoting their self-esteem
 - Assisting in overcoming barriers to learning
 - Developing appropriate resources, both independently and in liaison with other school staff, in order to provide support in class, on a one to one and small group basis
- To contribute, as appropriate, to any existing Education and Health Care Plans (EHC Plans) and Annual Review of supported students;
- To assist in the development of student passports (profiles that summarise their needs and preferences);
- To assist in reviewing student progress;
- To contribute to the administration of access arrangements;
- To meet with parents as required;
- To liaise with teaching staff and members of the pastoral team to ensure the academic progress and well-being of students;
- To carry out any other reasonable requests, in line with the broad responsibilities of the role.

Person Specification

Essential

- Educated to at least A Level standard or equivalent;
- Exceptional interpersonal and organisational skills;
- Knowledge of SEND and other barriers to learning, including ASD, visual impairments, physical disabilities and mental health;
- Understanding of best practice in teaching and learning strategies to meet specific needs;
- Commitment to equality and diversity;
- Commitment to own personal professional development in fulfilling this role.

**Desirable**

- Experience in a similar role;
- HLTA qualification or equivalent.
- Particular academic strength in numeracy/ science-based subjects.

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact, will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, he/she must report any concerns to the School's Designated Safeguarding Lead.