



RICKMANSWORTH SCHOOL

JOB DESCRIPTION

TITLE:	Learning Support Assistant
RESPONSIBLE TO:	SENDCo
HOURS:	30 hours per week Monday - Friday Either 07:45 start or 17:00 finish
GRADE:	H3 Point 5 - 6
SALARY:	£13,845 – £14,110 including fringe per annum - pro rata
CONTRACT:	Term Time only
NOTICE PERIOD:	3 months
PURPOSE OF THE POST:	Work, under the guidance of the class teacher and SENCO, to implement agreed programmes/intervention strategies with groups of students both in and outside the classroom and assist in evaluating their impact.

Key Duties & Responsibilities:

- To support students in lessons at Key Stage 3 and 4.
- To support students' access to the curriculum through clarification, explanations and equipment as necessary.
- To liaise closely with teachers and the SENDCo.
- Be aware and comply with policies and procedures relating to child protection, health and safety, confidentiality and data protection. Report concerns to the appropriate person.
- To support the delivery of exam access arrangements.
- Meet regularly with a small number of students to discuss their views and progress.

Duties

- To use specialist knowledge to support students' learning.
- To work with small groups or one-to-one with students with SEND.
- To establish positive and productive working relationships with the students and actively promote inclusion.
- To provide feedback to students and teachers.
- To promote positive attitudes to learning.
- To attend, and participate in, meetings and training activities as required.

Review and Develop own professional practice

Develop and maintain effectiveness as a member of the School staff by taking responsibility for own continuing professional development. Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

Standards and quality assurance

- Support the aims and ethos of the School.
- Set a good example in terms of dress, punctuality and attendance.
- Follow and uphold School policies.
- Participate in staff training.
- Work collaboratively with the other members of the SEND department.
- Develop links with the Governors, Hertfordshire Education Authority and neighbouring Schools as appropriate.

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.

Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.

An enhanced DBS check will be required for this post.

Safeguarding and Welfare	<ul style="list-style-type: none"> ● The ability to maintain appropriate relationships with all members of the School community ● The ability to manage student and colleagues behaviours in a positive way ● Be clear on their motivation to work with young people ● Uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination 	✓ ✓ ✓ ✓ ✓	
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