Job Description and Person Specification

Learning Support Assistant
(Psychometric Testing and Intervention)
Salary: Scale 6

Some students will require a psychometric test to be carried out on them at some point in their school life. This may be to ascertain the nature of a specific difficulty that they may be facing, and/or to provide evidence for an application for formal Exam Access Arrangements. The core purpose of this role is to identify students, who are in need of additional support, and to plan and deliver effective intervention to support these difficulties under the direction of the SENDCO. We are committed to ensure that students have every opportunity to success thin a supportive and caring school environment.

**Provision for students with SEND**

- To work collaboratively with Teachers and the rest of the pastoral team to appropriately identity students in need of Access Arrangements
- To conduct the appropriate psychometric tests to provide formal evidence for official Access Arrangements
- To ensure that each student with an Access Arrangement has the appropriate evidence in place to illustrate a history of need
- To make formal applications to the exam board by collating all of the relevant evidence
- To ensure that the records for every student with an approved access arrangement are maintained and kept up to date
- To be the main point of contact for students with Access Arrangements and their parents to agree joint outcomes and to review progress
- To monitor the use of Access Arrangements in collaboration with the Exams Officer
- To work with the Exams Officer and the SENDCO to ensure the appropriate access arrangements are in place for students during all external and internal assessments
- Ensure that the needs of students with Access Arrangements are well communicated across the school by keeping the Access Arrangements spreadsheet up to date
- Guide Teachers on strategies to support students based on evidence collected from psychometric testing
- Create and update school focused plans for students with additional needs to profile their needs to staff
- Plan and deliver staff training to support an understanding of SEND and Access Arrangements
- Contribute to the development of provision for students with additional needs across the whole school
- Work with staff, students and parents/carers to ensure realistic and challenging expectations of progress, attainment and achievement is set for students with additional needs
- Prepare and maintain learning resources according to the needs of the students with additional needs
- Contribute significantly to the development of programs which support students with additional needs
- To plan and deliver small group and one to one intervention programs in literacy and numeracy to support students with additional needs
- Manage and lead extra-curricular activities and after school support groups for students with additional needs
- Work collaboratively with appropriate outside agencies to implement advice and strategies given on how to support students with additional needs
- Monitor, evaluate and review the quality of support for students which additional needs and act on the outcomes of this process

**Learning Support Team Responsibilities**

- Collaboratively working with all members of the pastoral team, to support the progress of students with SEND
- Contribute to the Learning Support Development Plan
- Encourage inclusive practice in teaching and learning across the team and throughout the school
- Maintain and develop up-to-date knowledge of national and local initiatives which may impact upon policy and practice
- Attend staff meetings and participate in staff training as required
- Maintain accurate and up to date records for students with SEND
- Provide general in class support for students with SEND
- Supervise the activities of individuals or groups of students both in and out of the classroom
- Contribute appropriately to lesson cover and duties
- Contribute to the Learning Support Mentoring Programme
- Be a point of contact for students and their parents/carers
- Attend Annual Review and multi-agency meetings as appropriate

**General Responsibilities.**

- Undertake such other duties related to the work of the department appropriate to the post, as may be assigned
- Fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security
- Take responsibility for promoting and safeguarding the welfare of students in the school
- Work positively and inclusively with colleagues so that the School and Trust provide a workplace and deliver services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities
- Work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee’s background, skills and abilities
## Person Specification

<table>
<thead>
<tr>
<th>Attributes</th>
<th>Essential</th>
<th>Desirable</th>
<th>How identified</th>
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<tbody>
<tr>
<td>Relevant experience</td>
<td>• Experience of working with young people with additional needs either in a residential or working environment</td>
<td>• Experience of working in a school classroom with SEN students • Experience of planning and delivering intervention to small groups of students • Experience of delivering training on additional needs to colleagues • Experience of developing student profiles/pen portraits</td>
<td>Application form / interview</td>
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<td>• Experience of using a range of software and hardware devices e.g Office, Apple products, tablets etc</td>
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<td>• Experience of working collaboratively with parents to secure better outcomes for young people</td>
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<td>Education and training</td>
<td>• 5 GCSE’s A*-C including English and Maths (or equivalent) • Relevant Level 7 qualification specialist assessor/ CPT3A which meets JCW regulations</td>
<td>• Current training in SEN • Higher level qualification (or equivalent) in specific subject area</td>
<td>Application form / interview/ Qualification Certificates</td>
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<td>Knowledge and skills</td>
<td>• Ability to communicate and understand the needs of a wide range of students • Ability to plan and deliver numeracy and literacy intervention to small groups of students • Ability to modify resources to meet the needs of the students • Ability to work with teaching staff • Awareness of current developments in education • ICT software and hardware knowledge and understanding • Ability to liaise effectively with a range of professionals • Knowledge of the requirements of</td>
<td>• Understanding of current provision for children with Special needs and current developments in SEN • Experience of planning and delivering intervention to small groups of students • Experience of delivering training on additional needs to colleagues</td>
<td>Application form / interview</td>
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Knowledge and skills

children with special needs
  • Subject specific/curriculum knowledge/ interest

Application form / interview

March 2020

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. Job holders will be expected to comply with any reasonable request from a manager to undertake work of a similar grade that is not specified in this job description.

Notwithstanding the detail in this job description, the job holder will undertake such work as may be determined by the Head teacher/Governing Body from time to time, up to or at a level consistent with the Principal Responsibilities of the job.