



Mandarin Learning Support Assistant

JOB TITLE:	Mandarin Learning Support Assistant
RESPONSIBLE TO:	Director of Inclusion/SENCo
TEACHING CAPACITY:	100% Teaching Capacity
HOURS:	7:15am - 3pm/ Monday to Thursday, 7.15am – 1pm/ Friday

Purpose of Job: The Mandarin Learning Support Assistant's (LSA) main role is to provide support for Mandarin speaking pupils in Key Stage 3. The LSA will ensure that the pupils can integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress.

Supporting pupils

- To provide support for pupils in class or in 1:1 situations
- To develop knowledge of the particular needs of the children and seek advice from the SENCo, class teacher and outside agencies as required
- To create or modify resources as needed (e.g. worksheets, prompts cards etc)
- To organise and maintain an inclusive learning environment at all times
- Provide positive reinforcements, praise and rewards
- Facilitate small group activities with peers and support interaction between them
- To assist in the delivery of the individual learning programme on a daily basis to promote learning, behaviour and communication skills
- Support in the development and implementation of Individual Educational Plans (IEP)
- Undertake student record keeping and monitoring of progress
- Effective communication to parents regarding their child's progress

Supporting the SENCO

- To work as part of the team to ensure that the well being and personal development of the pupil enhances their learning opportunities and life skills
- To attend planning meetings with the SENCo to develop learning strategies and to assist in the delivery of the individual learning programmes
- To provide regular feedback to the SENCo
- Write and send out weekly summary reports to parents under the direction of the SENCo
- To contribute to the Pupils' Passport and IEPs by reviewing and updating in line with progression



Supporting the School

- To foster links between home and school
- To participate in relevant professional development as deemed appropriate
- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs
- To maintain confidentiality and sensitivity to the pupils' needs but have regard to the safeguarding procedures of the school
- To carry out duties as directed by the SENCo or Head Teacher
- Seek opportunities to provide further development through ECAs, trips or intervention outside of timetabled time as deemed appropriate
- To attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs

Personal Specification for Learning Support Assistant

Required to have:

- **MUST** be a fluent Mandarin speaker
- Have experience of working with children in a school setting
- Have knowledge and understanding of the different social, cultural and physical needs of pupils
- Have an interest in how children learn and behave

Desired to have:

- Training in aspects of SEND, TEFL/TESOL, CELTA, CACHE
- Have skills to manipulate online platforms (Seesaw, TEAMS etc)