



WEST LONDON FREE SCHOOL

JOB DESCRIPTION

Learning Support Assistant **(Autistic Spectrum Conditions, Social Communication, Speech and Language)**

Post:	Learning Support Assistant
Responsible to:	School SENCO

Purpose of Job:	<ul style="list-style-type: none">▪ To be lead TA for Autism Spectrum Condition, Social Communication and Speech and Language Needs▪ To support pupils with Special Educational Needs and Disabilities▪ To contribute to the development of the Learning Support Department
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Specific Responsibilities:

- To be able to lead and coordinate interventions for pupils with ASC, Social Communication and Speech and Language Needs
- To develop an understanding of the needs of the pupils in order to support them effectively
- To provide support for identified pupils in class. To promote and support the development of SEND student's self-reliance, self-esteem and emotional resilience
- To provide support for pupils at unstructured times to aid social interaction and the development of social skills
- To provide appropriate additional support to the SEN Department and for individual pupils during internal and public examinations as required
- To promote positive behaviour and relationships, using effective strategies in a timely manner in accordance with school policy
- To act as a key worker to ensure a smooth transition and management of the secondary school routine
- To be an initial point of contact for parents/carers
- To contribute to implementing strategies and recommendations from external agencies in relation to ASC and Speech and Language needs
- To work with subject teachers, and to be committed to understanding and differentiating curriculum content and methods of assessment
- To plan and deliver a range of interventions
- To provide relevant feedback to subject teachers, form tutors and heads of year
- To liaise with the SENCO on a regular basis
- To attend team meetings

- To devise and distribute information for teachers and parents/carers
- To maintain records as required
- To contribute to termly and annual reviews and all documentation relating to pupils' SEN, EHCP applications etc.

General Responsibilities:

- To establish and maintain effective relationships and communication with staff, parents and pupils
- To uphold the high standards of the School in all communications
- To play a full part in the life of the School community, supporting its mission and ethos
- To adhere to the School's policies
- To engage actively in the staff's review and development process
- To undertake professional development

Any other reasonable tasks as shall be required by the Headteacher and SENCO.