

Specialist Learning Support Assistant Grade 4

HOURS: **37 hours per week – Term time only plus 5 training days**
Monday to Friday 8.30 a.m. to 4.30 p.m. (4.00 finish Friday)

JOB PURPOSE:

- To **plan** and **implement** agreed interventions with individuals/groups, in or out of the classroom. Learning programmes may include numeracy, literacy, social skills and other **personalised SEN learning programmes**
- **To deliver programmes of support** to smaller groups with minimal supervision.
- To **monitor and record** the pupil's responses to learning activities through **formal observations** and **planned recording of achievement and progress**
- To use **specialist curricular/learning/skills/training to support pupils**
- **Cover lessons** in the **short term** absence of a teacher
- Under the guidance of the school nurse **support students in their medical care**
- Under the guidance of an identified teacher support in the **organisation** and **development** of a **specific SEND or subject area**

DESCRIPTION OF DUTIES AND RESPONSIBILITIES:

Learning Support Assistant

1. To develop an understanding of the special educational needs of the student/s concerned
2. To take into account the student/s' special needs and ensure their access to the lesson and its content through formal observation, clarification, explanation, equipment and highly differentiated materials
3. To build and maintain successful relationships with students, treat them consistently, with respect, dignity and consideration.
4. To strive towards the development of independent learning for our students
5. To support and facilitate the reinforcement of learning
6. To assist students with physical needs, both in and out of the classroom
7. To help students record work through careful planning in ways appropriate to their needs and level
8. To take an active role in the assessment of Student Support Plans and targets
9. To inspire positive attitudes, developing self belief and building motivation
10. To model good practice in effective learning to keep students on task

11. To contribute towards the rewards system, capturing students being successful
12. To have formal and informal meetings with teachers to contribute to planning lessons/activities
13. To deliver programmes of support to smaller groups with minimal supervision and to monitor, evidence and record its success.
14. To support in the preparation of materials and resources that can reach a variety of students of different levels of ability.
15. To prepare students beforehand for a task
16. To apply total communication and other strategies that support and develop understanding
17. To create and implement differentiated activities with identified groups
18. To take an active role in delivering practical tasks
19. To monitor and record the pupils responses to learning activities through formal observations and planned recording of achievement and progress
20. To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate
21. To support implementation of school policies and procedures, including those relating to confidentiality and behaviour
22. To identify personal training needs and to attend appropriate internal and external in-service training.
23. Provide support to a form tutor as a co-tutor
24. Encourage students to interact and work co-operatively with others and engage all students in activities.
25. Play an active role in the support of positive behaviour management of students both in and out of the classroom, reporting issues as appropriate.
26. To develop communications with parents, both written and verbal
27. Support in the examinations arrangements acting as a reader, prompt or scribe.
28. To undertake duties each week as outlined on the schools duty rota
29. To embrace and adopt our 10 Professional Core Standards and seek to develop your skills, qualities and practice within this structure so that you can better serve our students.

Safeguarding

Teachers are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

- The jobholder is expected to observe their obligations in accordance with the Academy's Child Protection Procedure, and to report any concerns that they may have regarding a child or young person's welfare to the appropriate person. A copy of the Academy's Child Protection Procedure can be obtained from the jobholder's line manager.
- ***The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***

Rehabilitation of Offenders Act 1974

This job is exempt from the provisions of the Rehabilitation of Offenders Act 1974. Appointment to this job is subject to an enhanced DBS disclosure being obtained, and any relevant convictions cautions and reprimands being considered. Any convictions cautions or reprimands of relevance, obtained by the jobholder after enhanced DBS clearance has been acquired, must be disclosed to the Principal by the jobholder. Failure by the jobholder to do so, or the obtaining by the jobholder of a relevant conviction caution or reprimand, may be managed in accordance with the Academy's Disciplinary Procedure.

Health and Safety

The jobholder is required to exercise their duty of care by taking responsibility for their own health and safety and the health and safety of other people who may be affected by their acts or omissions (failure to act). Full guidance regarding health and safety is set out in the Academy's Health and Safety Policy and in any risk assessments relevant to the jobholder's

role or circumstances. Both can be accessed via the jobholder's line manager and must be observed.

Confidentiality and Data Protection

The jobholder is expected to comply with the provisions of the Data Protection Act 1998. Any information they have access to, or are responsible for, must be managed appropriately and any requirements for confidentiality and security observed. Information must not be disclosed to any person or Authority, for example a parent or the Police, without observing the correct procedure for disclosure as set out in the Academy's Data Protection Policy.

Equality and Diversity

Sidney Stringer Multi Academy Trust is committed to equality and values diversity. As such the Academy is committed to fulfilling its Equality Duty obligations, and expects all staff and volunteers to share this commitment. The Duty requires the Academy to have due regard to the need to eliminate unlawful discrimination, harassment and victimisation, advance equality of opportunity and foster good relations between people who share characteristics, such as age, gender, race and faith, and people who do not share them. Staff and volunteers are required to treat all people they come into contact with, with dignity and respect and are entitled to expect this in return.

Training and Development

Sidney Stringer Multi Academy Trust has a shared responsibility with the jobholder for identifying and satisfying training and development needs. The jobholder is expected to actively contribute to their own continuous professional development, and to attend and participate in any training or development activities required to assist them in undertaking their role and meeting their safeguarding and general obligations.

This job description reflects the major tasks to be carried out by the jobholder and identifies the level of responsibility at which the jobholder will be required to work, as at the date on which the last review took place.

This job description may subject to review and/ or amendment at any time to reflect the requirements of the job. Any amendments will be made in consultation with any existing jobholder, and will be commensurate with the grade for the job. The jobholder is expected to comply with any reasonable management requests.

Job Description Reviewed By: D.Lisowski (November 2018)