

## JOB DESCRIPTION

<b>Job Title:</b>	Learning Support Assistant
<b>Responsible to:</b>	SENDCo & Assistant SENDCo
<b>Purpose:</b>	To support students with a range of learning difficulties to enable them to engage and progress in learning, integrate into the class/group, behave appropriately and develop their self-esteem. To create a positive atmosphere and professional impression that reflects our core values and ethos.

### Main Duties:

The general duties attached to this post are as follows: -

- Help students focus their attention and keep on task.
- Help students develop positive relationships with other children and adults.
- Develop knowledge and awareness of individual students, so that their needs can be met to the highest possible standard. Remain vigilant, sensitive and responsive at all times so that students gain confidence, and progress and problems can be observed, reported and acted upon.
- To be ready to listen to a student and offer appropriate support when necessary.
- Liaise with, assist and support teachers in the delivery of lessons, including at times the preparation and maintenance of resources
- Assist in the creation, maintenance and development of an excellent learning environment in the classroom and the school
- Contribute towards recording student progress and towards reports. Attend meetings about student progress on an 'as need basis'
- Develop and promote student's independence, social and communication skills, equal opportunities and racial equality including support for students in the community
- Support any individual student taking part in an integration programme in a mainstream school, following plans agreed between teachers and parents, and under the direction of teachers the school
- Support individual students who may have challenging behaviour to ensure their access to the curriculum
- Work with multidisciplinary teams including therapists, psychologists and visiting professionals. Implementing agreed support work as appropriate.
- To assist with any administrative tasks/work as assigned by the SENDCo and/or Assistant SENDCo.
- Support students in assessments to include GCSE exams and where required invigilate exam rooms.

The purpose of this job description is to indicate the general level of responsibility of the post. The detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated colleague.

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