HEADTEACHER
MRS KERRY PHILLIPS

Saint John Henry
Newman Catholic College

JOB DESCRIPTION

JOB TITLE	Learning Support Assistant
DEPARTMENT	Inclusion
GRADE	Grade 3 Point 6- 11 actual salary £14,951 - £16,190 + SEN Allowance £979

Generic Responsibilities

- Endeavour to maintain and develop the Roman Catholic character of the school in accordance with the directions given by the School Governors and subject thereto to those given by the Headteacher.
- Provide an education for the whole child and fostering in and through a Catholic atmosphere those qualities which will enable each individual to live happily and develop fully his or her intellectual, moral, physical, social, emotional and spiritual qualities.

JOB PURPOSE

To work under the guidance and instruction of the HLTA, Learning Support Manager and SENCO to support the inclusion, learning and progress of students with special educational needs. Support provided may be within or outside the mainstream classroom under guidance from relevant line managers or teaching staff.

KEY TASKS

- Establish rapport and respectful, trusting relationships with pupils, acting as a role model and setting high expectations.
- To act as key worker for a cohort of pupils with identified SEND and to meet with these pupils on a regular basis in the role of advocate and mentor.
- To develop a knowledge of a range of learning support needs relevant to SEND pupils.
- To develop an understanding of specific support strategies and implement these to best effect at all times in order to remove barriers to learning for SEND pupils.
- To aid and support pupils to learn as effectively as possible both in group situations and individually, within and outside of the classroom.
- Providing structure to pupils to enhance their participation in learning and to foster their independent learning skills.
- To use your knowledge of pupils and their additional needs to contribute to the writing of pupil profiles under the direction of the HLTA, Learning Support Manager and SENCO.
- Adapting / differentiating activities and resources according to pupil responses and needs, including for those with special educational needs.

- To provide written feedback when requested about progress made by pupils you support.
- To support meetings with parents, pupils, staff and professionals from external agencies in order to provide feedback on pupils as requested by line managers.

- To liaise with subject teachers and to work with them to ensure appropriate differentiation of the curriculum, in order for pupils with SEND to access the curriculum and make good progress.
- To keep written records of support provided to pupils within and outside of the classroom to be filed in the pupils' records on a half termly basis.
- To contribute to assessing pupils' progress and support them in assessing their own progress in line with the college teaching and learning policies and current strategies.
- Under the direction of HLTA/Learning Support Manager/SENCO to deliver pre-planned programs of work to individual or small groups of pupils to address their specific additional needs.
- The role may include toileting and changing children where appropriate, implementing related personal programmes including social, health, physical, and hygiene and welfare matters only after appropriate training has been undertaken.
- Support the effective use of ICT in learning activities and develop pupils' competence and independence in its use, regular and relevant training.
- To support the college in ensuring examination access arrangements are in place for relevant pupils by acting as reader and/or scribe.
- Promote self-esteem and independence amongst pupils.
- Promote good pupil behaviour, in line with school behaviour for learning policies.
- Establish constructive relationships with parents and carers, promoting the college home/liaison school policy.
- To engage in internal or external CPD as directed by HLTA/Learning Support Manager/SENCO.
- To contribute to and support the Annual Review process for pupils with Education Health and Care Plans.
- To contribute to the Inclusion Faculty improvement planning and self-evaluation processes under the guidance and direction of the Learning Support Manager and SENCO.
- To support the transition of SEND pupils from KS2 to KS3 and to post 16 as per the direction of the HLTA, Learning Support Manager and SENCO.
- Accompany teaching staff and pupils on visits, trips and out-of-school activities as required and take responsibility for a group under the supervision of a teacher.

STANDARD DUTIES

- To actively promote the equalities and diversity agenda in the workplace and in-service delivery.
- To be familiar with customer care and Health and Safety policies of the college.

- To improve own practice through training, observation, evaluation and discussion with colleagues.
- To recognise own strengths and areas of expertise and use these to advise and support others.
- Attend and participate in meetings within the college as required.
- Contribute to the overall work and ethos of the college and contribute to the promotion of the college through marketing e.g. open evenings and media publications
- To support the role and work of colleagues in the team and wider college.
- Work flexibly and undertake other duties of an equivalent nature that may be required by the Headteacher.
- All support staff take an active role in the care and guidance of pupils and the post holder will be expected to fulfil the role of assistant to the Lead Form Tutor.
- To be a qualified first aider
- Invigilate for Exams as required

CONTACTS
Pupils, staff, parents, external agencies and visitors.

RELATIONSHIP TO OTHER POSTS
Responsible to: HLTA, Learning Support Manager and SENCO

	DATE	NAME	POST TITLE
PREPARED	14 May 2021	Kate Diveney	Assistant Headteacher
REVIEWED			
REVIEWED			