



## Job Description

<b>Job Title:</b>	Learning Support Assistant
<b>Department/Group:</b>	Learning Support Department
<b>Hours of Work:</b>	30 hours per week, 8.30am – 3.15pm (45 minute break)
<p>Rooks Heath School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>Learning Support Assistants:</p> <ul style="list-style-type: none"> <li>• Are deployed in classrooms and in the Learning Support base as required.</li> <li>• Are managed by the SENCo and SEND Manager.</li> </ul>	
<b>Purpose of Post:</b>	
To supervise classes in the absence of the subject teacher and to ensure the continuation of learning.	
<b>Support for students:</b>	
<ol style="list-style-type: none"> <li>1. Establish positive relationships with students grounded in mutual respect.</li> <li>2. Support students with becoming more independent, preparing them for life beyond school.</li> <li>3. Supervise and provide support for students, including those with special needs, disabilities and those new to English.</li> <li>4. Set appropriate, challenging and demanding expectations for all students and encourage a love for learning.</li> <li>5. Encourage students to interact with others and engage in activities led by the teacher.</li> <li>6. Promote the inclusion and acceptance of all students and help to develop positive self-esteem.</li> <li>7. Assist with the identification and assessment of SEN and EAL needs, as required.</li> <li>8. Work with individual students, on a one-to-one basis, as required, supervised by the SENCo or SEND Manager, or Inclusion Manager.</li> <li>9. Participate in the running of small group withdrawal activities, as required.</li> </ol>	
<b>Support for teachers:</b>	
<ol style="list-style-type: none"> <li>1. Use strategies, in liaison with the teacher, to support students to achieve learning goals.</li> <li>2. Be aware of student problems / progress / achievements and report to the teacher as agreed.</li> <li>3. Support the teacher in managing student behaviour, reporting difficulties and awarding reward points as appropriate.</li> <li>4. Meet regularly with subject teachers for lesson planning and evaluation, and assist in the development of worksheets and other resources as requested.</li> <li>5. Support the teacher in creating and maintaining a purposeful, orderly and productive working environment.</li> <li>6. Gather/report information from/to parents/carers as required.</li> </ol>	
<b>Support for the curriculum:</b>	
<ol style="list-style-type: none"> <li>1. Support students to understand instructions.</li> </ol>	

2. Support students in respect of local and national learning strategies (e.g. literacy, numeracy, KS3) as directed by the teacher. 3. Contribute to the development of schemes of work that are accessible to all students.	
<b>Support for the school:</b>	
1. Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person. 2. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop. 3. Contribute to the overall ethos of the School. 4. Appreciate and support the role of other professionals. 5. Attend relevant meetings, including parent consultation and prospective parents' evenings, as required. 6. Participate in training and other learning activities and performance development as required. 7. Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities.	
<b>Additional responsibilities:</b>	
1. To have an overview of the needs of students in a particular year level or subject or other group, as negotiated with the SEN Manager and to prepare material for, and attend, relevant meetings, reviews about these students. 2. To undertake basic record keeping, filing and other administrative duties relating to particular students, as requested. 3. To provide welfare cover as required. 4. To carry out specific lunch/after School supervision duties as per the lunch duty rota.	
<b>Contribution to the whole life of the school:</b>	
1. To attend all necessary meetings. 2. To support the aims and ethos of this school. 3. To adhere to all school policies. 4. To actively participate in appropriate training when required. 5. To engage actively in the performance appraisal process and undertake professional development as agreed. 6. To work co-operatively as a member of a team. 7. To report any stranger on site. 8. To carry out any other duties as reasonably directed by the Headteacher, Deputy Headteacher, Director of Business or Team Leader.	
<b>Line Management</b>	
All Associate Staff will be line managed by the Head of their Department and Managed by the Director of Business.	
<b>Last Updated:</b>	23 November 2021