



KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

JOB DESCRIPTION – Learning Support Assistant (named child contract)

Grade: Point 9 Support Staff Scale FTE (£26, 409) Actual £20,654 for the current financial year
Hours: 32.50 hours per week, Monday to Friday 08.35am to 3.35pm TTO
Responsible to: unpaid 30 minutes lunch
SENDCO in the first instance

Main Purpose: To work as part of the SEND team supporting a student who has complex needs.

Key Roles:

Support for the student

- To be a consistent and reliable key person in school, leading support for a student in KS4 with complex needs. This will involve planning, adapting and delivering high quality support so they are able to access the curriculum
- To act as an advocate for the student and communicate her needs to others on her behalf if needed
- To have a creative and therapeutic approach to support as and when required.
- To provide opportunities for guided mentoring support, problem-solving and emotional check-ins throughout the day
- To be responsible for meeting and greeting in the morning to ensure a smooth start to the day
- To maintain regular communication with the student's parents.
- To be available to support the student during unstructured times of the day
- To provide support to enable access to clubs or activities. This may include facilitating peer interaction.
- To provide timetabled in-lesson support and to offer follow up support in the Learning Hub where necessary
- To deliver tailored teaching activities to student on either a one-to-one basis or with small groups
- To establish a positive, professional and productive working relationships with students, acting as a role model and setting high expectations for behaviour and learning
- To encourage the student to interact and work collaboratively and co-operatively with peers and staff in and out of the classroom
- To follow guidance co-produced by professionals on how to support the social and emotional development of the student by guiding co-regulation exercises to regulate emotions
- To always be observant of emotions and behaviours' of the student, and use the appropriate responses as per the professional guidance
- To attend any professional reviews connected with this student
- To provide problem-free talk (relationship/rapport developing), guided problem solving and gentle planning for the future.
- To organise and support with activities within the categories of the 'Preparation for Adulthood' scheme (employability, independent living, community inclusion and health)

Support for the teacher

- To support the teacher in acting as an advocate for the student and communicate her needs to others on her behalf if needed
- To liaise confidently with teachers and share resources which can be used for pre and post tutoring where necessary
- Monitoring and evaluating student responses to learning activities through a range of assessment and monitoring strategies against pre-determined learning objectives
- To help with the planning of some lessons through collaborative working with the teacher and support with adaptations when required
- To engage in ongoing professional development, including specific SEND training, to support the needs of students in school and to share the learning from this training with the wider staff body
- Providing objective and accurate feedback and reports as required on student achievement, progress and other matters, ensuring the availability of appropriate evidence and impact

Support for the curriculum

- To deliver learning activities within agreed systems of supervision, adjusting activities according to student responses/needs
- To make effective use of opportunities provided by other learning activities to support the development of students' skills
- To use ICT effectively to support learning activities develop students' competence and independence in its use
- To select and prepare resources necessary to lead learning activities, taking account of students' interests and language and cultural backgrounds
- To advise on appropriate deployment and use of specialist aid/resources/equipment

Support for the SEND Department

- To liaise with the SENDCO, supporting SEND provision by being an active member of the SEND team
- To work with other professionals and with the student's parents, as necessary to support collaborative practices
- To be present in the Learning Hub during break and lunch times to see students who may need support
- To undertake any necessary training needed to support the needs of our SEND students

Support for the school

- To establish constructive relationships and communicating with other agencies/professionals, in liaison with relevant staff, to support achievement and progress of students
- To recognise own strengths and areas of expertise and using these to lead, advise and support others
- To contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class
- To liaise between managers/teaching staff and learning support assistants (where appropriate)
- To participate in the support staff review process to ensure professional development needs are identified and met

Generic Responsibilities:	<ul style="list-style-type: none"> • All individual members of staff have a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with on the school sites. • All staff must know about their roles and responsibilities under the terms of the school's Safeguarding Policy, health and safety, data protection and confidentiality policies and report any concerns to the appropriate senior member of staff. • Staff must carry out their roles and responsibilities with due regard to their own, and others, health & safety. • All staff must know what to do in the event of the fire alarm sounding. • All staff have a responsibility to report potential, or actual health and safety issues, to the school's health and safety officer. • All staff are required to follow all agreed school policies and procedures. • Staff should at all times set an example of personal integrity and professionalism. • Staff should be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background. • Staff should uphold the school ethos, aims and contribute to the development and achievement of the school's strategic and development plans. • Staff should be willing to work as part of a team, appreciating and supporting the role of other people within the team. • Staff should attend and participate in meetings as required.
Resources:	<ul style="list-style-type: none"> ▪ To ensure use of IT to full capacity in order to produce high quality documents. ▪ To organise and present information for reports in a variety of formats.

The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Headmistress, commensurate with the grade of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headmistress in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

Signed Employee: Date:

Signed Employer: Date: