St Katherine's School

JOB TITLE: **Learning Support Assistant**

GRADE: **JG4**

1. JOB PURPOSE:

To support and contribute to the inclusion of identified students with additional educational needs (A.E.N.) in collaboration with the designated team.

2. RESPONSIBILITIES AND ACCOUNTABILITIES:

(i) Deliver classroom support for students planned with and supervised by teachers (individual and small groups)
(ii) Provide appropriate levels of support needed by students to promote independent learning. Work with teachers and teams to differentiate materials and delivery to meet the needs of individual students.
(iii) Contribute to the planning, monitoring and assessment cycle. Keep records and provide feedback to teachers and contribute to SEND Support Plans and Educational Health Care Plan reviews.
(iv) Involvement in home/school contact with parents and carers under the supervision of Team Leader.
(v) Contribute to support and study groups timetabled outside of lesson time.
(vi) Carry out such other duties as are required and as are commensurate with the grade of the post.
(vii) Attends staff, team and planning meetings and INSET days as specified. Reviews and develops own professional practice.

Support for the school:

(i) *Develop and maintain working relationships with other professionals*

Work effectively with teachers, support staff and other professionals, applying their own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner

Take an active role in supporting and developing a culture of team working for the benefit of students', both individually and collectively.

Participate in staff, team and planning meetings.

Contribute towards short-term planning with other Learning Support Assistants and Teaching staff, preparation of differentiated resource materials in order to meet the needs of individual students.

Use your own initiative to appropriately support students and colleagues in classroom context. Team leader/ Teachers to provide support and guidance on a formal and informal basis. Professional judgment to be applied in relation to student learning. School policies and referral procedures must be followed, particularly regarding child protection.

Provide support to improve levels of inclusion and achievement for students with SEN mainly through support for students directly and through some development activity with the team

(ii) *Contributing to the Management of student behaviour and security*

Contribute to the development and maintenance of school policies which encourage positive student behaviour and implement agreed behaviour management procedures in the classroom. Have an awareness of child protection issues and policies.

Be aware of and understand the School's Equality and Diversity Policy and the Council's Race Equality Scheme and ensure at all times that the duties of the post are carried out in accordance with the Policy.

Ensure compliance with all Health and Safety legislation and associated codes of practice and authority policies.

(iii) *Review and Develop own professional practice*

Develop and maintain effectiveness as a member of the school staff by taking responsibility for own continuing professional development. Demonstrate a willingness to engage with further training and other opportunities to gain appropriate skills, knowledge and vocational or academic qualifications.

3. SPECIAL NOTES OR CONDITIONS:

The post holder is subject to the provisions of all child protection legislation, and the Trust and school policies governing staff who work with children and vulnerable adults.

5. SUPERVISION RECEIVED:

Work within a framework as directed by senior colleagues. Contributes towards planning and delivering within this framework. Ongoing dialogue with team leader and teachers, with timetabled meetings and performance review/appraisal.

St Katherine's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to DBS Barred list and Enhanced Disclosure checks.