

## LEARNING SUPPORT ASSISTANT (AEN)

### JOB DESCRIPTION

<b>ACCOUNTABLE TO</b>	Inclusion Co-ordinator, alongside SENCo
<b>SCALE</b>	NJC Scale 6 Pt 22-25
<b>DURATION</b>	36 hours, 39 weeks
<b>APPOINTMENT</b>	Permanent
<b>JOB PURPOSE</b>	<ul style="list-style-type: none"> <li>To carry out all duties and responsibilities in accordance with School policies and procedures and statutory requirements.</li> <li>To co-ordinate provision for students requiring a variety of interventions and emotional support.</li> <li>To work under the instruction/guidance of the Inclusion Co-ordinator to provide intervention and support for students with additional educational needs in a variety of learning environments.</li> </ul>
<b>DUTIES &amp; RESPONSIBILITIES</b>	<ul style="list-style-type: none"> <li>To support individuals and/or groups of students with additional needs in the Personalised Learning Centre (PLC) and other such learning environments as may be required.</li> <li>To provide intervention/Focus Groups for students with additional educational needs.</li> <li>To have an awareness of target levels for individuals or groups of students.</li> <li>To monitor progress and target levels of students supported.</li> <li>To support and assist students in managing their emotional wellbeing and in achieving their social and emotional targets both in and outside the classroom.</li> <li>To assist individual students experiencing difficulties in regulating their emotions by supporting them inside and outside of the classroom either 1:1 or small social groups</li> <li>To assist vulnerable students who require small group learning environments to manage their current level of need</li> <li>To assist students' return to classroom/social groups</li> <li>To support teachers with the learning needs of individuals and groups in whole-class settings.</li> <li>To support students in the Personalised Learning Centre (PLC) to provide a working environment and setting high expectations.</li> <li>To assist the Inclusion Co-ordinator to set clear targets for each student</li> <li>To attend parent meetings as individual Key Worker for students as required.</li> <li>To complete Background Information (BIF) documentation with parents/carers as required.</li> <li>To work collaboratively with the AEN faculty to provide an integrated learning approach for students in the Personalised Learning Centre (PLC).</li> <li>To monitor students on a report in line with the School's Behaviour Policy. To monitor and support students with any identified difficulties.</li> <li>Track and monitor identified vulnerable groups.</li> <li>To create, update and share Timetable Variation Reviews (TVRs) agreed with parents/carers with all staff.</li> </ul>
<b>Performance and Management</b>	<ul style="list-style-type: none"> <li>Participate in the appraisal of your performance</li> <li>To meet or exceed targets set.</li> </ul>
<b>Professional development</b>	<ul style="list-style-type: none"> <li>Periodically review your methods of interventions/programmes of work.</li> <li>Participate in arrangements for further training and professional development including those aimed at meeting the need identified in performance objectives</li> </ul>
<b>Discipline, health and safety</b>	<ul style="list-style-type: none"> <li>To work in accordance with the guidelines set out in the school Health and Safety policy and specific faculty areas</li> </ul>
<b>General responsibilities</b>	<ul style="list-style-type: none"> <li>To promote the School's values and ethos in accordance with the School's Professional Code.</li> <li>To work actively to create and promote an engaging learning environment for all students at Welling School.</li> </ul>

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|  | <ul style="list-style-type: none"><li>• Carry out any other tasks commensurate to the grade.</li></ul> |
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