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| <b>Post Title:</b>     | Learning Support Assistant              |
| <b>Reporting To:</b>   | SENDCo                                  |
| <b>Scale Point:</b>    | Scale point 3-7 - £25,359 - £26,625 FTE |
| <b>Job Description</b> |   |

### **Key Responsibilities:**

#### **Teaching and learning**

- Assist in the educational and social development of pupils under the direction and guidance of the head teacher, SENDCO and class teachers.
- Participate in the planning, resourcing and evaluation of learning activities with the teacher, providing robust feedback to the teacher on students' progress, engagement and motivation
- Assist in the implementation of individual plans for students and help monitor their progress.
- Provide support for individual students inside and outside the classroom to enable them to fully participate in activities
- Support the use of ICT in the classroom and develop students' competence and independence in its use
- Support students with emotional or behavioural problems to help develop their social skills and promote positive behaviour in line with the school's ethos.
- Attend Annual Reviews if required and contribute feedback on students' progress to parents and carers.
- Liaise with other staff within and outside school to provide information about students as appropriate.
- Act as a reader or scribe for students with exam arrangements.
- Assist with escorting students on education visits, sports and enrichment activities where necessary

#### **Administrative duties**

- Use the department's agreed systems to monitor the progress of students with SEND.
- Support teachers in preparation and presentation of displays of students' work.
- Support class teachers in a range of tasks to support teaching and learning.
- Undertake other duties from time to time as the head teacher or SENDCO requires.

#### **Standards**

- Support the aims and Christian ethos of the school.
- Set a good example in terms of dress, punctuality and attendance.
- Attend team and staff meetings, when requested.



- Undertake professional duties that may be reasonably assigned by the head teacher or SENDCO, e.g. accompanying students to Cathedral.
- Be proactive in matters relating to safeguarding and health and safety.
- Support the Equal Opportunities policy and other policies in the school.
- Attend relevant training and take responsibility for own professional development in accordance with the school's appraisal process