

## Job Description

<b>Job Title:</b>	Learning Support Assistant
<b>Department/Group:</b>	Learning Support Department
<b>Hours of Work:</b>	35 hours per week, 7:30am – 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 SENDCo and SEND Manager.</li> </ul>	
<b>Purpose of Post:</b>	
To support the progress of students in school and to help ensure the successful adherence of the SEND Code of Practice.	
<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 SENDCo 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> <li>2. Support students in respect of local and national learning strategies (e.g. literacy, numeracy, KS3) as directed by the teacher.</li> <li>3. Contribute to the development of schemes of work that are accessible to all students.</li> </ol>	
<b>Support for the school:</b>	
<ol style="list-style-type: none"> <li>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.</li> <li>2. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.</li> <li>3. Contribute to the overall ethos of the school.</li> <li>4. Appreciate and support the role of other professionals.</li> <li>5. Attend relevant meetings, including parent consultation and prospective parents' evenings, as required.</li> <li>6. Participate in training and other learning activities and performance development as required.</li> <li>7. Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities.</li> </ol>	
<b>Additional responsibilities:</b>	
<ol style="list-style-type: none"> <li>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.</li> <li>2. To undertake basic record keeping, filing and other administrative duties relating to particular students, as requested.</li> <li>3. To provide welfare cover as required.</li> <li>4. To carry out specific lunch/after School supervision duties as per the lunch duty rota.</li> </ol>	
<b>Contribution to the whole life of the school:</b>	
<ol style="list-style-type: none"> <li>1. To attend all necessary meetings.</li> <li>2. To support the aims and ethos of this school.</li> <li>3. To adhere to all school policies.</li> <li>4. To actively participate in appropriate training when required.</li> <li>5. To engage actively in the performance appraisal process and undertake professional development as agreed.</li> <li>6. To work co-operatively as a member of a team.</li> <li>7. To report any stranger on site.</li> <li>8. To carry out any other duties as reasonably directed by the Headteacher, Deputy Headteacher, Director of Business or Team Leader.</li> </ol>	
<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>	27.03.23