

LEARNING SUPPORT ASSISTANT

JOB DESCRIPTION

Line Managed by:	SENCO and LSA Coordinator
Line Manager for:	n/a
Salary Scale:	NJC Scale 4 (pt range 8 - 10)
Hours:	36 hours, 39 weeks per year
Annual Leave:	Taken within school closure periods only
Contract	Fixed Term to Permanent

Job Purpose

To work as part of the Special Needs Department in supporting and integrating identified students with special needs into mainstream classes. Responsible to the relevant Director of Inclusion and/or Special Needs Coordinator as designated.

SPECIFIC DUTIES AND RESPONSIBILITIES:

In relation to the individual pupil

To take into account the student's individual special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.

- To help them record work in an appropriate way.
- To develop study and organisational skills.
- To help keep the students on task and to build motivation.
- To help reinforce learning.
- To help build the student's confidence
- To encourage the integration of the student into the class.

In relation to the teacher

- To support the teacher in the development and delivery of the student's individual programme.
- To have clear lines of communication with the student's teacher.
- To have formal meetings with teachers to enable planning and preparation for lessons.
- Where appropriate, to act as liaison between the student and the teacher.
- To be involved in keeping records, writing reports and evaluating the student's programme.

Safeguarding

- To be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol / procedures.

In relation to the School

To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.

To attend meetings as appropriate.