

JOB DESCRIPTION

The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Collingwood College is an Equal Opportunities Employer

POST:		Learning Support Assistant
REPORTING TO:		SENCo
JOB PURPOSE:		To complement the work of the teaching staff, contributing to a range of teaching and learning activities and to work collaboratively with colleagues as part of a professional team.
DIRECT INVOLVEMENT WITH:		SEN/EAL pupils, teaching staff, SEN department admin team, SENCo, Deputy SENCO, Behaviour Support Manager, parents/carers
KEY RESPONSIBILITIES	<ul style="list-style-type: none"> a. b. c. d. e. f. g. h. i. j. k. l. m. n. 	<ul style="list-style-type: none"> To support the learning of students within a structured teaching situation, small group withdrawal, or individually as required. To be aware of lesson objectives and to assist students in making progress towards these. To engage in a discourse with teaching staff about planning, and to assist in the preparation and development of resources. To be familiar with IEPs and statements and to use this knowledge to inform support of students. To monitor students' progress and achievement, bringing issues of concern to the attention of the appropriate members of staff. To maintain records of intervention: completion of daily log book, upkeep of a personal folder of student need, records of 1:1 and small group interventions; and to make these available for inspection upon request by the SENCO or other another senior member of staff. To undertake break time duties as directed. To work with individual students as directed to maintain personal confidence, promote positive behaviour, and encourage independence. To supervise assigned students where required, to ensure their health & safety. To support students entitled to exam concessions in internal and external examinations. To contribute when appropriate to any multi-disciplinary discussion of the student's needs/progress. To participate in relevant staff development activities. To become familiar with, understand, and adhere to College policies and procedures. To maintain confidentiality in and outside the workplace. To undertake from time to time such work as may be determined by the SENCO.