



Cranbrook
School

LEARNING SUPPORT ASSISTANT

CRANBROOK SCHOOL
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Job Description

Title Learning Support Assistant

Accountable to SENCO

Responsible to Bursar

Overall Objective

Supporting the teaching and learning for a student with complex learning needs including selective mutism and Autism. The candidate will ideally need to have a good understanding of students with additional educational needs and relevant experience in working with them in an educational setting. Applications are particularly welcome from candidates with specific prior experience of working with students with Autistic Spectrum Condition and/or Selective Mutism.

Job Purpose

- To assist the student with engaging with their learning across the curriculum
- To deliver individual therapy programmes under the direction of a specialist
- To liaise with other agencies in order to provide the student with holistic support.
- To assist in implementing relevant aspects of the SEND CoP 2015
- To apply the Academy's Inclusion and Equal Opportunities Policy.
- Promote a positive view of SEND students with special educational needs throughout the Academy.
- Enable the student to develop their confidence, interpersonal skills, self-esteem and independence.
- To support the teaching staff in enabling the student to achieve high quality learning outcomes.
- To work under the guidance of the teaching staff to support teaching and activities to promote the students' social and emotional development.

Key responsibilities

- Working under the direction of teaching staff to plan and deliver a range of learning activities, including differentiating (and individualising) learning materials where required.
- Enabling learning and providing appropriate support whether in the classroom, home or in withdrawal sessions, under the direction of teaching or other relevant staff
- Assisting the student in the development of their organisational and independent learning skills.
- Supporting the student in social settings during unstructured times of the school day.
- Monitoring and evaluating the students' responses to learning activities through observation and planned recording of achievement.
- Contributing to the delivery of local and national learning strategies; initiating other learning activities to support the development of the student's skills, and recording achievement against predetermined learning outcomes.
- Providing verbal feedback to the student on their progress and achievement.
- Providing feedback to teaching staff on student's progress and achievement.
- Providing specialist support for the student in tests and examinations.
- Assisting with the implementation and reviewing of provision sheets.
- Assisting with the supervision of the student outside of lesson time, including extra-curricular activities.
- Keeping daily records and contributing to reports as a part of the review procedure for SEND students.
- Contributing to behaviour management around the Academy and with individual students as appropriate.
- Carrying out administrative, clerical and organisational tasks related to support the work of the Learning Support team.
- Safeguarding and the Health and Safety of students.

- Being fully involved in supporting the Academy Evacuation Procedure, including procedural briefing on emergency evaluation (including refuge communication points and the use of relevant apparatus).
- To contribute to Annual Reviews as appropriate

Additional duties

- Attend team meetings and staff meetings as required.
- Maintain confidentiality inside and outside the workplace.
- Understand and apply Academy policies.
- Undertake any reasonable additional responsibilities requested at any time by the Academy leadership team

Necessary Experience

- Good standard of general education together with good numeracy and literacy skills
- Experience of working with students with autism and/or selective mutism
- Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Have a creative approach to problem solving and use this to inspire and motivate students
- Be able to use basic technology

Desirable Experience

- Ability to relate well to teenage children and adults, understanding their needs and being able to respond accordingly.
- Experience of working with parents and carers and outside agencies
- Good influencing skills to encourage pupils to interact with others and be socially responsible.
- Must be flexible with effective time management skills.
- Be able to work calmly under pressure with the ability to adapt quickly and effectively to changing circumstance/situations.

- Excellent communication skills in order to build rapport with adults and students both verbally and in writing.

Conditions of Service

Hours: 37 per week - hours within the school day to be agreed. The position is term time only, plus one week of inset days

Salary: B16 £20,300 - £16,723 pro rata

- The position will initially be for one year or until the student is no longer entitled to additional support, whichever is the soonest.
- Contractual sick pay is dependent upon years of service. After five years' service entitlement to six months' full pay and six months' half pay.
- Occupational health clearance.
- An entitlement to join the Kent County Council Local Government Pension Scheme.
- Subject to an enhanced DBS check.
- Other conditions of Service will be detailed in the contract of employment.

THE APPLICATION AND APPOINTMENT ARRANGEMENTS

We look forward to receiving your application completed as fully as possible and returned to Julie Cousins. Please also send a hand-written letter stating reasons why you would be particularly interested and suitable for this post in support of your application.

Closing Date: Monday 11th July Interviews: to be held soon after

Return applications to: Julie Cousins by e-mail or post:

Barham House
Cranbrook School
Cranbrook
Kent TN17 3JD

Email : Cousinsj@cranbrook.kent.sch.uk

If you wish your application to be acknowledged, please enclose a stamped addressed envelope for this purpose.

Cranbrook School is committed to safeguarding and promoting the welfare of children and young people. All staff appointed will be required to pass an enhanced DBS check before commencing employment.

Cranbrook School welcomes applications from people with disabilities.

Cranbrook School has a no smoking policy

(A copy of our recruitment policy is available on request)