



Job Description: Learning Support Assistant

This appointment recognises the requirements of the current Support Staffs' Pay Conditions Document, and reflects the policies established by the Governors of Tomlinscote School. The post holder shall carry out those professional duties as circumstance may require, under the reasonable direction of the line manager. This document does not aim to specify all the details of the responsibilities and key tasks of the post holder and specific duties are subject to review with the line manager. All posts within the school are subject to an enhanced DBS disclosure.

Salary Scale: Grade 4

Hours of Work: 36 hours per week

Contract Type: Full time, term time only

Accountable to: SENCo

Accountable for: N/A

Job Purpose:

To support SEND students by working in partnership with teachers, so they can develop academically, socially and emotionally. To work with individual and small groups of SEND students to deliver additional interventions.

Responsibilities

1. To Support and Extend SEND Students Learning

- a) To support student learning across the curriculum tailoring support to match the learner's needs.
- b) To support students in developing their thinking skills.
- c) To support pupils to become independent and collaborative learners.
- d) To identify and remove barriers to student's learning and make reasonable adjustments.
- e) To adapt and customise curriculum materials where necessary.
- f) To encourage positive motivation to learn.
- g) To promote the development of good social skills.
- h) To foster independent organisational skills.

- i) To reinforce/reinterpret instructions from the class teacher.
- j) To assist students with following instructions.
- k) To assist with note taking as appropriate.
- l) To encourage student's participation within class discussions and group activities.
- m) To ensure students' planners are correctly maintained, and home learning tasks are correctly recorded and understood.

2. To Provide Pastoral Support

- a) To promote SEND students' resilience.
- b) To safeguard the welfare of SEND students.
- c) To support the transition and transfer of SEND students.
- d) To act as a 'champion' and advocate for students with SEND.

3. To Provide Support for Teachers

To work in partnership with teachers by

- a) Providing appropriate in class support relevant to both student needs and subject.
- b) Undertaking planning with the teacher as appropriate.
- c) Supporting the preparation of resources.

4. To Support the Wider Work of The School

- a) To work a way that reflects the School ethos and policies, paying particular attention to inclusion and promoting good behaviour management.
- b) To maintain records and reports to contribute to assessment and review paperwork.
- c) To support staff in the administration of examinations and tests by acting as a reader/scribe where necessary.
- d) To contribute to the support of educational visits where appropriate.
- e) To support Lunch Time Supervision.

5. Communication

- a) To liaise with Line Manager and other departments.
- b) To further develop ways of communicating with the department.
- c) To share good practices with other areas.
- d) To attend and contribute to departmental meetings and INSET activities.

6. Training and Development

- a) To participate in arrangements for further training and developments.
- b) To initiate new ideas and encourage developments.
- c) To participate in the Tomlinscote School Appraisal Programme as per whole school policy.

7. Safeguarding

- a) To be aware of and comply with policies and procedures relating to child protection, safeguarding, pastoral issues, health and safety, security, confidentiality and data protection. Reporting all concerns to the appropriate person.

8. Health & Safety
a) To ensure a safe working environment is always maintained.
9. Other Duties
a) To carry out any other tasks commensurate with the role/grade as may be requested by the Senior Leadership Team from time to time. b) To work in other departments if required.

Job Description Learning Support Assistant October 2021