



# THE HOLY CROSS SCHOOL

LEARN JOYFULLY. LIVE FULLY.

## **JOB DESCRIPTION**

### **LEARNING SUPPORT ASSISTANT**

**Job Title:** SEND Learning Support Assistant

**Hours:** Full time, term time only

## **RELATIONSHIPS**

1. **Responsible to:** Headteacher, Special Educational Needs & Disabilities Coordinator, Class Teacher.
2. **Important Functional Relationships:**
  - Student
  - School Staff
  - Parents
  - Various Support Agencies and their staff

## **MAIN PURPOSE OF THE JOB**

To support the learning and integration of students with special educational needs at The Holy Cross School.

## **Main Responsibilities/Duties of the Job**

### **Supporting the Student**

1. To develop an awareness and understanding of the specific needs of the students being supported.
2. To establish and develop a supportive relationship with the student concerned.
3. To maintain/develop the students' self-esteem.
4. To support the student to learn as effectively and independently as possible in a variety of learning situations by, for example:-
  - Repeating, clarifying, and breaking down instructions into small steps.
  - Ensuring that the student can access the physical environment.
  - Motivating, encouraging and appropriately praising the student.
  - Enabling the student to remain on task.
  - Helping students with behaviour issues to access the curriculum successfully
  - Assisting with areas of difficulty, presentation, recording, language use, etc.
  - Being an effective and trusted advocate for the student.



# THE HOLY CROSS SCHOOL

LEARN JOYFULLY. LIVE FULLY.

5. To work with students:-
  - a. Individually or in small groups.
  - b. In class support.
  - c. Out of class support for teaching particular skills and/or GCSE coursework.
  - d. Out of class support for formal assessments and examinations.
  - e. Support on educational visits.
  - f. Support at lunchtime as required.
6. To keep daily records of support provided and progress made.
7. To attend students' Annual Review meetings to share information concerning students' needs and progress.

## **Supporting the Teacher**

1. To assist school staff, as appropriate, in the development of a programme of support for the student. This could include the development and monitoring of the targets set.
2. To develop with other school staff appropriate methods for recording support and student progress.
3. To suggest suitable differentiation of materials for the students if appropriate.
4. Under teacher guidance, to prepare resources / materials, to be used with the students.
5. To contribute to the evaluation process.
6. To contribute to the students' Annual Review and other Reviews.
7. To contribute to the students' Annual Progress Report where appropriate.

## **Supporting the School**

1. To be aware of school policies and procedures.
2. To contribute to reviews of the students' progress.
3. To liaise and consult with others supporting the student.
4. To foster relationships, as appropriate, between school/home, staff and parents/carers.
5. To participate in relevant school based and other in-service training.
6. To participate in Staff Appraisal.

To undertake other duties that may be required as agreed with the Head Teacher and/or SENDCo/Class Teacher.