

**BRENTSIDE HIGH SCHOOL**  
**LEARNING SUPPORT ASSISTANT**

**JOB DESCRIPTION**

1. Attend school/department meetings at the direction of the SENCO class/subject teacher for the purpose of reporting on and receiving information.
2. Participate in the preparation and presentation of formal and informal reviews and to contribute verbally to discussions.
3. Attend meetings concerning individual students, at the direction of the SENCO, class/subject teacher.
4. Under the direction of the SENCO, class/subject teacher to exchange and review information on the day to day management of the student(s).
5. Be aware of the students' individual needs and the targets and strategies on students' individual education plans. Keep written records on the day to day progress of students as directed.
6. Under the direction of the SENCO, class/subject teacher, to liaise with parents/carers and agencies involved in supporting the pupil(s) eg. Educational Psychologist, Education Social Worker, Speech Therapist, Occupational Therapist.
7. Facilitate and contribute to the students' learning and to help students access the curriculum:
  - Clarify and explain classroom instructions
  - Assist in areas such as language, behaviour, reading, spelling, handwriting, presentation, mathematics
  - Help students to concentrate on and finish work set
  - Meeting physical needs as required whilst encouraging independence
  - Ensure students are able to use equipment and materials provided
8. Support speech therapy and occupational therapy programmes under the guidance of professional staff.
9. To participate in the allocation of times to various duties (within the total hours) to enhance pupil's opportunities for development throughout the day (eg. in the playground, on visits and outings).
10. To ensure that specialist equipment allocated to students is used appropriately and keep in working order. Examples include hearing/visual aids, magnifiers, binoculars, laptop computers.
11. Adapt teaching materials to individual students' needs.
12. Contribute to the wider learning such as homework and extra-curricular clubs within the allocated hours.
13. Work one to one or with small groups to address students' SEN (eg Spelling Groups, Catch Up Literacy Programme, Wave 3 Maths Programme).
14. Staff the Inclusion Room for students who have seriously breached the Code of Conduct (such days are set by the Headteacher).
15. Work with students who have been excluded from school (usually in their homes).
16. Be aware of school procedures and relevant school policies.
17. Carry out any other task of a similar nature as directed by the Headteacher/SENCO.

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**PERSON SPECIFICATION**

1. Ability to work in collaboration with others, as a member of a team both within the classroom and as part of the whole school team.
2. To communicate effectively both verbally and in writing with colleagues, parents/carers and other agencies in order to carry out the tasks as directed by the teacher.
3. Willingness to contribute to an educational environment which ensures equal opportunities for all students both within the classroom and whole school.
4. Willingness to learn how to set up and use resources and equipment eg. low vision and hearing aids, audio visual equipment and information technology.
5. To be numerate and literate in order to carry out the written and numeric aspects of the posts both with regard to the curriculum and other tasks as directed by the teacher.
6. The numeric aspects of the post include working with numbers, mathematics, games, counting and helping students comprehend figures and written numbers.
7. To be aware of the need for confidentiality concerning issues linked to home/students/teacher and school and to keep confidences appropriately.
8. Experience of working with young people in a voluntary or work capacity.
9. Education to at least degree level.