**Hanson School**

**JOB DESCRIPTION**

**JOB TITLE: Lead Learning Support Assistant**

**SALARY GRADE:** Band 6

**STATUS:** Permanent

**HOURS:** 32.5 hours per week

**HOURS OF WORK:** Term Time only + 3 days

**Overall purpose of this post:**

To assist in the provision of special educational needs, supporting high quality learning, teaching and behaviour with effective use of resources ensuring high standards of achievement and progress for SEND students.

**Key responsibilities:**

* To effectively liaise with teaching and support staff, including LSA’s, Wellbeing Team, SEND Team, Directors, Attendance team, external agencies and parents/carers.
* To keep accurate records/collect data of SEND students performance.
* To work as directed in meeting the educational needs of students with special educational needs and disabilities.
* To work collaboratively and as part of a team.

**Main Duties and Responsibilities:**

* Support the provision of special educational needs learning support, including the allocation of support time and to support the writing, monitoring and evaluation of Individual Education Plans.
* Work with the Assistant Headteacher SEND & Safeguarding, Assistant SENCO and other staff to ensure that individual education plans match student’s individual needs.
* Support the development of curriculum resources to ensure that students identified on the SEND register have the required levels of support, as directed by the Assistant Headteacher SEND & Safeguarding or the Assistant SENCO.
* Liaise with relevant outside agencies and parents to ensure that designated students special educational needs are met effectively.
* Ensure that staff are kept informed of student’s special educational needs.
* With support, use data effectively to identify students who are seriously underachieving and where necessary support the implementation of action plans to bridge gaps under the direction of the Assistant Headteahcer for SEND and CP and the Assistant SENDCo.
* Keep up to date with the School’s literacy testing tools, referring to relevant guidance regularly. Test SEND students twice a year, as directed by the Assistant Headteacher SEND & Safeguarding and the Assistant SENCO. Keep an accurate record of test results.
* Implement, deliver and monitor the progress of SEND students who receive literacy and numeracy interventions.
* Provide in-class support for groups/individual SEND students.
* Build and maintain successful relationships with students, treat them consistently with respect and consideration.
* Help promote independent learning
* Help reinforce learning.
* Support students with physical needs, including with personal care when required.
* Help build the student/s’ confidence and enhance self-esteem through the modelling of good practice
* Be fair and sensitive to the students’ individual needs.
* Be responsible, when appropriate, for the mobility and hygiene of students within established policies and practices.
* Work closely with key English and Maths staff to implement the Schools intervention/inclusion strategy, helping to ensure effective development of SEND students’ literacy and numeracy skills.
* Support the Assistant Headteacher SEND and Safeguarding to promote an inclusive curriculum, including the development and implementation of interventions.
* Support meetings/training of SEND staff, communicate information to staff and co-ordinate resulting actions. Take appropriate Minutes in meetings.
* Be involved in keeping records and evaluating identified students’ progress.
* Support in the development, use, review and evaluation of Individual Education Plans, including discussions with subject teachers, meetings with SEND/Year Team staff and the students. Obtaining other relevant information, such as progress data and Round Robins to compile student progress portraits.
* Identify appropriate targets and reiterate these targets (where possible) to relevant staff members and students.

**General Responsibilities:**

* Assist the Assistant Headteacher SEND and Safeguarding/Assistant SENCO in leading the provision for special educational needs & disabilities with the School and support the SEND vision.
* Support the Assistant Headteacher SEND/Assistant SENCO in the coordination and implementation of interventions. Monitor and evaluate the effectiveness of interventions, using the Provision Map: as directed by the Assistant Headteacher/Assistant SENCO.
* Within the context of the School aims and policies, to work with the Assistant Headteacher to support the implementation of SEND policies, plans, targets and practices.
* Support implementation of School policies and procedures, including those relating to confidentiality, Safeguarding and behaviour.
* Support the arrangements of Annual Reviews and attend meetings as required by the Assistant Headteacher SEND & Safeguarding/Assistant SENCO.
* Ensure that accurate and detailed records are kept of meetings and discussions with parents and external agencies/providers.
* Identify personal training needs and to attend appropriate internal and external in-service training, as directed by the Assistant Headteacher of SEND.
* Have a good basic understanding of literacy and numeracy.
* Be responsible for the safe keeping of computer hardware and software and for ensuring the requirements of the Data Protection Act are met.
* Be responsible for the safe keeping and storage of learning resources and the care of learning spaces.
* Support and promote the Schools ethos and contribute to the overall aims of the School.
* Be aware of, and comply with, the School’s policies and procedures and Staff Code of Conduct.
* Keep abreast of developments and changes in fields relevant to the role and communicate these to staff as required.
* Appreciate and support the role of other professionals.
* Participate in appraisal, training and professional development as required.
* Carry out other reasonable requests appropriate to the grade.

**Child protection:**

* Ensure that the child protection policies and procedures adopted by the governing body are fully implemented and followed by all staff.
* Ensure that sufficient resources and time are allocated to enable staff to discharge their child protection related responsibilities effectively.
* Be familiar with Safeguarding requirements as outlined in the document *Guidance for safer working practice for adults who work with children and young people in educational settings* and comply with its requirements to safeguard and protect the welfare of children, young people and vulnerable adults

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

This job description is current at the date shown, but in consultation with you, may be changed by the Head teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: Support Staff

Signed: Line Manager

Date:

**HANSON SCHOOL**

**PERSON SPECIFICATION**

**Lead Learning Support Assistant**

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| **CRITERIA** | **REQUIREMENTS** | **E/D\*** |
| **A. TRAINING AND EDUCATION** | * GCSE English or equivalent qualification
* GCSE Maths or equivalent qualification
* SIMS Trained or relevant experience
* A willingness to be trained in any other systems as required.
* Hold a First Aid Qualification.
* Good honours degree.
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| **B. EXPERIENCE AND KNOWLEDGE** | * Knowledge of good practice, policies and procedures in schools/colleges including Child Protection.
* Detailed knowledge of current developments in education impacting on Curriculum and Timetabling.
* An excellent ability to use Microsoft Office applications such as Excel and word.
* Recent experience working in a secondary school.
* Experience line managing other colleagues.
* Experience developing a team.
* Experience presenting to colleagues at senior level.
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| **C. EQUAL OPPORTUNITY** | * Must be able to recognise discrimination in its many forms and willing to put the Council’s Equal Opportunities Policy into practice.
* Must be sensitive to the requirements of disadvantaged groups and students with special educational needs.
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| **D. QUALITIES AND SKILLS** | * A passion for education and making a difference.
* Excellent communicator.
* Effective team member.
* Drive, determination and ambition.
* Energy, enthusiasm, sense of humour.
* Willingness to contribute to the wider life of the School.
* Good organisational skills and self motivated.
* Ability to work on own and as part of a team to meet deadlines.
* Ability to multi-task and prioritise work effectively on a day-to-day basis and when under pressure.
* Appreciation of the need for honesty and confidentiality.
* Have a pleasant and caring manner when dealing with students, parents/carers, governors, visitors and staff.
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| **E. OTHER CONDITIONS** | * Willing to work additional hours to support staff absence if required.
* Able and willing to attend/achieve further training/qualifications where appropriate
* Must satisfy relevant pre-employment checks.
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**\* E = Essential D = Desirable**