



JOB TITLE: Learning Support Assistant
Salary: NJC Outer London Scale 3/4 Range 14 to 21
Hours: 32.5 hours per week Term Time + 1 week
8.30am to 4pm
Type of Contract: Permanent

General Information

Purpose of Job

To work under the instruction/guidance of the SENCo, teaching/senior staff to undertake work/care/support programmes, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching area. To also support Behaviour specialist staff with the supervision and support of students in the school's Exclusion Unit.

Specific Duties

Support for Students

1. Supervise and provide particular support for students, ensuring their safety and access to learning activities.
2. Assist with the development and implementation of Individual Education/ Behaviour Plans and Personal Care programmes.
3. Establish constructive relationships with students and interact with them according to individual needs.
4. Promote the inclusion and acceptance of all students.
5. Encourage students to interact with others and engage in activities led by the teacher.
6. Set challenging and demanding expectations and promote self-esteem and independence.
7. Provide feedback to students in relation to progress and achievement under the guidance of the teacher.
8. Supervise and support students in the school's on-site Exclusion Unit.

Support for Teachers

9. Create and maintain a purposeful, orderly and supportive environment, in accordance with lesson plans.
10. Use strategies, in liaison with the teacher, to support students to achieve learning goals.
11. Assist with the planning of learning activities.



12. Monitor students' responses to learning activities and accurately record achievement/progress as directed.
13. Provide detailed and regular feedback to teachers on students' achievement, progress, problems etc.
14. Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.
15. Establish constructive relationships with parents/carers.
16. Administer routine tests and invigilate exams, providing support for those students with special consideration
17. Provide clerical/admin support as necessary, especially for SENCo.

Support for the Curriculum

18. Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses.
19. Support the use of ICT in learning activities and develop students' competence and independence in its use.
20. Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.

Support for the School

21. Be aware of and comply with policies and procedures relating to safeguarding health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
22. Be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
23. Contribute to the overall ethos/work/aims of the school.
24. Appreciate and support the role of other professionals.
25. Attend and participate in relevant meetings as required.
26. Participate in training and Performance Development as required.
27. Assist with the supervision of students out of lessons, including before and after school and at lunchtime when required.
28. Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher

Other

Undertake any other reasonable duties as required by the Headteacher or SENCo.

November 2017