

Job Description

Job title	Learning Support Assistant	Grade	LBR 3
School	Valentines High School		
Reports to	SENCO		

Main duties and responsibilities

Job purpose

To assist staff and pupils to ensure all pupils with SEND are supported within the school and able access the curriculum.

Responsibilities

Support for Pupils

- To supervise and provide particular support for pupils, particularly those with Special Educational Needs.
- Assisting the SENCO with the development and implementation of Pupil Profiles and EHCPs.
- Taking the role of key worker; ensuring smooth transitions across key stages, communicating with pupil and their family, contributing to annual reviews and communication between staff, pupils and home. Establishing a supportive relationship between pupils and their families.
- Establishing constructive relationships with pupils and interact with them according to their individual needs.
- Promotion of inclusion and acceptance of all pupils within the school
- Provide feedback to pupils in relation to progress and achievement under guidance of the teacher and SENCO.
- Supporting pupils within the classroom through:
 - Ensuring instructions are clear to pupil and adapting them if not.
 - Motivating pupils and keeping them on task when required.
 - Developing resources that will help support the students.
 - Taking pupils out of the classroom for a short amount of time for pre learning of material.
 - Communicating with staff and helping them to use the pupil profiles.
- Setting up and implementing specific interventions for groups of pupils. Tracking the effectiveness of the intervention.
- Ensure the welfare of children is safeguarded and promoted in line with current best practice and relevant legislation.

Support for Staff

- Communicate and liaise with other members of school staff in order to ensure the most effective provision for students' academic, emotional and social development. This will include compiling and reviewing pupil profiles which are shared with teaching staff.
- Contribute to staff SEND briefings which are held once a month to update staff on best practice for individual pupils with specific learning needs.
- In collaboration with the SENCO, communicate with class teachers from outside the college and contribute to meetings held to review students' progress.
- Communication with staff prior to a lesson beginning to ensure the most effective use of resources in the lesson.
- Communicate with staff any concerns that have arisen with a particular pupil for them to be vigilant of.
- To collect and correlate student progress examples.
- Share with medium and long term planning.
- Taking pupils from the class to do smaller individual or group work where appropriate.

Support the Curriculum

- Support the use of ICT within the classroom.
- Determine the needs for, prepare and use specialist equipment, plans and resources to support pupils.
- Prepare and share resources to facilitate SEND pupils learning.
- Undertake programmes linked to locals and national learning strategies; recording achievement and progress and feeding back to teachers.

Support the School

- Attend outings with students, in accordance with school policies and safety guidelines, providing assistance with students' care and welfare and with the learning activities undertaken.
- Taking the role of exams invigilator where necessary. This will include any access arrangements required by SEND pupils.
- Attending regular whole school and department meetings and briefings.
- Undertake and implement any professional training expected.
- Be aware and adhere to any school policies and procedures.
- Take the role of a co-tutor within the vertical house system. Supporting both tutors and pupils on a daily basis.
- To respect the confidential nature of information relating to the school and its students.
- Contribute to the overall ethos/work/aims of the school.
- Assist with the supervision of pupils out of lesson times where required.
- Comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description.

Valentines High School Values & Ethos

- To play a full part in the life of the school community, to support its distinctive mission and ethos and where applicable encourage and ensure staff and students to follow this example.
- Support the school in meeting its legal requirements for collective worship.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with the post holder, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed by.....

Date.....