



# SLOUGH AND ETON CHURCH OF ENGLAND BUSINESS AND ENTERPRISE COLLEGE

## JOB DESCRIPTION

**Effective Date:**

<b>Post Title:</b>	<b>LEARNING SUPPORT ASSISTANT</b>	<b>Post Holder:</b>	
<b>Responsible to:</b>	SENCO (or Head/Manager of Hub), Assistant Headteacher (Pupil Support), Headteacher		

### Main Purpose of Job

To raise the achievement of identified pupils with Special Educational Needs by supporting their learning within the classroom, to deliver programmes and interventions as appropriate to individuals or groups of pupils including specialist IT programmes, to work with subject teachers to support appropriate differentiation to enable target pupils to access the full curriculum. This may be working within curricular departments and/or within one of the school's specialist resource bases (Language Resource Base, Complex Learning Needs Resource, resource for meeting the needs of vulnerable pupils/those with challenging behaviours)

### Main Accountabilities

**Responsible for:**

Liaising with subject teachers regarding differentiated work for SEN pupils, planning and delivering individual programmes of work and/or programmes of work for small groups, record keeping associated with these programmes (including specialist IT programmes), input into the IEPs, Annual Reviews or target-setting of pupils worked with, liaising with SENCo (or Head/Manager of Resource Base) and Assistant Headteacher (Pupil Support) and subject teachers regarding the progress of pupils worked with.

**Duties**

This job description describes in general terms the normal duties which the post-holder will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post.

**Teaching and Learning**

1. Assist in the educational and social development of pupils under the direction and guidance of the Headteacher, Assistant Headteacher (Pupil Support), SENCo (or Head/Manager of Resource Base) and subject teachers.
2. Assist in the implementation of Individual Education Programmes and/or setting targets for students and monitoring their progress.
3. Provide support for individual students and small groups of students inside and outside the classroom to enable them to participate fully in learning tasks and social activities.
4. Work with other professionals, such as speech and language therapists, specialist teachers, educational psychologists and occupational therapists as necessary.
5. Assist subject teachers with maintaining student records.
6. Support students with emotional or behavioural problems and help develop their social skills.
7. Attend review meetings for target pupils as required.

### **Administrative Duties**

1. To write weekly reports to the SENCo (or Head/Manager of Resource Base) detailing attainment, progress and concerns as appropriate.
2. During dedicated planning/resource times, to support subject teachers in preparing differentiated resources and other tasks in order to support teaching.
3. Undertake other duties from time to time as the Headteacher requires such as supporting teacher cover, acting as reader or scribe for public examination access arrangements, more detailed record keeping and administration at key times of the academic year.

### **Standards and Quality Assurance**

- Support the aims and ethos of the school.
- Set a good example in terms of language, dress, punctuality and attendance.
- Attend team and staff meetings.
- Undertake such training as may contribute to professional development and to the pool of expertise within the school.

### **Other**

- Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.
- At all times operating within the school's equal opportunities framework.
- Carry out any other duties as directed by the Headteacher, as may from time to time be agreed, in accordance with the nature of the job as described above.

### **Health & Safety**

You are required to be aware of and comply with the school's Health and Safety policy at all times and act proactively in all matters relating to health and safety.

### **Confidentiality**

During the course of your employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of Slough and Eton School or to the health and personal affairs of pupils and staff. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.

### **Data Protection**

During the course of your employment you will have access to data and personal information that must be processed in accordance with the terms and conditions of the Data Protection Act 1998.

### **Safeguarding Children**

In accordance with the Trust's commitment to follow and adhere to the most recent versions of the Department for Education's (DfE) guidance entitled "Keeping Children Safe in Education" and "Safeguarding Children and Young People and Young Vulnerable Adults Policy" and all other relevant guidance and legislation in respect of safeguarding children, you are required to demonstrate your commitment to promoting and safeguarding the welfare of children and young people in the Trust. All staff are required to maintain appropriate professional boundaries in relationships with children and with all members of the school community and outside agencies, and exercise sound professional judgment which always focuses upon the best interests of the students and the Trust.

You are also required to know and comply with the most recent version of the DfE document 'Guidance for Safer Working Practice for Adults who work with Children and Young People.' You are required to have satisfactory Enhanced DBS clearance with barred list information. Your role requires you to observe and maintain appropriate professional boundaries at all times and avoid behaviour that might be misinterpreted by others. You must understand and carry out your duties in accordance with the responsibilities of being in a position of trust and despatch your duty of care appropriately at all times. You will be expected to present a consistently positive image of the school and uphold public trust and confidence at all times.

Signed by

XXXXX .....

Date: .....



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## PERSON SPECIFICATION

### LEARNING SUPPORT ASSISTANT

	Essential	Desirable
<b>Qualifications</b> <ul style="list-style-type: none"> <li>▪ Good basic level of education including a GCSE pass or equivalent in Maths and English</li> <li>▪ Evidence of further qualifications NVQ level 3, ELKLAN level 3, HLTA or Degree</li> </ul>	 √  	  √ 
<b>Knowledge and Skills</b> <ul style="list-style-type: none"> <li>▪ Knowledge of the current educational framework</li> <li>▪ Excellent interpersonal and communication skills, both written and spoken</li> <li>▪ Ability to work independently, take initiative and manage change</li> <li>▪ Competent ICT skills</li> <li>▪ Manage workload effectively and prioritise tasks</li> <li>▪ Behaviour management skills</li> <li>▪ Ability to plan and implement learning strategies</li> <li>▪ Ability to share knowledge to support colleague development</li> <li>▪ Ability to work individually and as part of a team</li> </ul>	  √ √ √ √  √ √ 	     √ √ 
<b>Experience of:</b> <ul style="list-style-type: none"> <li>▪ Working in an educational setting</li> <li>▪ Coaching and mentoring</li> <li>▪ Learning strategies</li> </ul>		 √ √ √ 
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>▪ High quality communication skills</li> <li>▪ A sense of humour</li> <li>▪ A flexible and adaptable approach</li> <li>▪ A desire to continue to learn and develop within the role</li> <li>▪ The ability to motivate others to perform and develop</li> <li>▪ Resilience and determination to be successful</li> <li>▪ Ability to work well under pressure</li> <li>▪ Commitment to safeguard and promote the welfare of children and young people</li> </ul>	 √ √ √ √ √ √ √ √ 	