

Job Description - Learning Support Assistant

Job Purpose

To support student's learning and behaviour within the classroom setting and in small withdrawal groups.

The post is term time only.

Key accountability 1: Supporting the learning of Students with Special Educational Needs.

- To be aware of pupil's Individual Educational Plan targets and contribute to the development of these targets.
- To be involved in the process of setting and evaluating pupil's IEP targets
- Assist in discussing these targets with individual students.
- To contribute to the annual reviews of students with EHCPs, including year 6 pupils.
- To communicate effectively with pupils, teachers, parents and external support staff.
- To liaise closely with the Learning Support Manager and the SENCO.
- To work effectively with pupils in a 1-1 or small group setting, in-class or in withdrawal groups, under the guidance of a subject teacher.
- To carry out efficient, rapid mediation in class for pupils being supported.
- To have a good understanding of specific learning difficulties and how they effect pupil learning and behaviour.
- To be aware of behaviour issues that may affect pupil learning.
- To respond effectively to challenging behaviour.
- To be able to make decisions independently on the use of the resource time.

General

- Be aware of, comply with and assist with the development of policies and procedures relating to child protection, confidentiality and data protection, reporting all concerns to an appropriate person.
- Be aware and support difference and ensure equal opportunities for all.
- Ensure the work of the department fully supports the overall ethos, aims and work of the College.

Knowledge/Skills

- Effective use of ICT.
- Excellent ability to relate well to children and adults.
- Excellent interpersonal and communication skills.
- Work constructively as part of a team, understanding College roles and responsibilities and the position of the role within these.
- Ability to self-evaluate learning needs and actively seek learning opportunities.
- Ability to represent the public face of the College.