Watford Grammar School for Boys
Learning Support Assistant
JOB DESCRIPTION

Job Title: **Learning Support Assistant**

Reports to : **SENCO/Specialist Teachers**

Hours per week: **As required + breaks**

Grade: **H3**

Main tasks

To assist in the support and inclusion of students with Special Educational Needs within WBGS. To work under the direction of the SENCO and the Specialist teachers, as a part of the Learning Support Team in supporting and working with students covering a wide range of needs This will include supporting in the classroom, in one to one sessions and in leading small groups.

Main areas of responsibility

Supporting the student:

- to develop a knowledge of a range of learning support techniques and to develop an understanding of the specific needs of the students to be supported
- taking into account the learning support involved, to aid the student to learn as effectively as possible both in group situations and on his own, for example:

Clarifying and explaining instructions
Ensuring the student is able to use equipment and materials provided
Motivating and encouraging the student as required
Assisting in weaker areas e.g. language, behaviour, reading, spelling, handwriting/presentation
Meeting physical and emotional needs as required whilst encouraging independence
Liaising with subject teachers and SENCO about Pupil Profiles
Developing appropriate resources to support the students.

- To establish a supportive relationship with the student concerned
- To encourage acceptance and inclusion of the students with special needs
- To develop methods of promoting/reinforcing the students' self-esteem
- To provide regular feedback about the student to the teacher

Supporting the school

- Where appropriate to develop a relationship to foster links between home and school
- To contribute to reviews of students' progress, as appropriate
- To attend relevant in-service training
- To be aware of school procedures
- To be aware of confidential issues linked to home/student/teacher/school work and to keep confidence appropriately.

Support for the curriculum

- To develop awareness of the requirements of the national curriculum
- To develop specific aims in lessons as planned and directed by the teacher/SENCO
- To develop awareness of the aims of the literacy and numeracy strategies relevant to the classes supported
- To develop awareness of curriculum targets and support work towards them.
- To oversee the running of specialised learning programs.
- To provide specialised resources for students as required.
- Use specialist curricular knowledge or experience to support pupils' learning.
- To undertake training as necessary.
- Be aware of and support difference and ensure that pupils have equality of access to opportunities to learn and develop
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection; and report all concerns to an appropriate person.
- All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice.

The duties and responsibilities listed above are not exhaustive and the postholder may be requested to undertake other tasks on occasions. The postholder is expected to accept any reasonable alternations that may from time to time be necessary.

CONTACTS

The jobholder works directly with the SENCo, Specialist Teachers, subject teachers and students and may have with parents and carers and with external agencies.

Job context.

Within this context, the post holder will

- implement school behaviour policy
- respond to unexpected changes in working arrangements, e.g. teacher/student absence, and maintain a flexible approach to the situation

Knowledge, experience and training required.

- ♦ Training and experience in working with children of the relevant age including those with special educational needs is desirable. Postholders must be willing to take on relevant training if necessary.
- ♦ Communication skills, both oral and written
- ♦ Interpersonal skills
- ♦ Teaching skills
- ♦ Curriculum knowledge and understanding
- ♦ Special educational needs knowledge and understanding.

The above generic description sets out the main duties associated with the job at the time it was drawn up. The Headmaster may vary the duties from time to time without changing the general character or level of responsibility entailed.