



## Learning Support Assistant

### Reports to: SENDCO

**Hours:** Part-time (30 hours per week), term time only

**Salary Range:** NJC Scale 1, Point 2, £24,954 per annum, pro rata (£18,529) (Pay award pending)

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This post is to promote and support the learning and welfare of pupils with Educational Health Care Plans (EHCPs) or pupils at risk of exclusion from school.

#### Responsibilities;

1. The Learning Support Assistant is to work with pupils to ensure that they have full access to the whole School curriculum.
2. The Learning Support Assistant will assist the SEN Department, and other professionals as appropriate, in the organisation of activities and materials to support teaching and learning.
3. The Learning Support Assistant will be involved, with other members of the SEN Department in devising, developing and monitoring the learning experience of individual pupils. Responsibility for the teaching programme rests with the School Departments and classroom teachers.
4. The Learning Support Assistant is an active member of the SEN Department and will attend all relevant planning and review meetings.
5. The Learning Support Assistant should continue to develop their expertise and competence through involvement in INSET Training opportunities.
6. The Learning Support Assistant will, where appropriate, advise the Head of Special Needs on additional resources or teaching materials which may be required.
7. Time should be available for the Learning Support Assistant to meet, at least weekly, with the Head of SEN to discuss individual pupil progress and any problems which might have arisen.
8. The Learning Support Assistant is to work alongside the class teacher to establish a positive learning environment where the individual pupils may make progress and to work with pupils, understanding how to motivate and encourage them to develop and achieve.
9. The Learning Support Assistant will establish good relationships with pupils, acting as a role model and being aware of, and responding to, individual needs.
10. The Learning Support Assistant may be asked to help with clerical and administrative work, associated with the SEN Code of Practice and the needs of pupils with EHCPs and those at risk of exclusion.

11. To take responsibility, when requested, for recording the progress of pupils in an objective and detailed way. To maintain accurate and up-to-date records as instructed.
12. In the main, the Learning Support Assistant will work with pupils in the classroom but may, when necessary; withdraw pupils for reinforcement work in Room 219 or be timetabled to support pupils in the Behaviour Support Room.
13. The Learning Support Assistant will work closely with the Head of SEN and SENCO to implement special educational needs consistently throughout the School.
14. To be aware of confidential issues linked to pupils, staff, home or work and to keep confidences appropriately.
15. On days or at times when no pupil is present and you are contracted to work to undertake general administrative and clerical duties under the direction of the SENCO or Bursar which may include the creation of classroom displays, filing or photocopying.
16. To assist in maintaining the health and safety of pupils by maintaining a tidy and organised work area and reporting any identified hazards to senior staff.
17. To respond to the welfare needs of pupils by supporting them and reporting any concerns about the general wellbeing of pupils to the appropriate senior member of staff.
18. To assist with duties as required under the direction of the teaching staff, for example, Homework Support one hour per week as directed by the SENCO.
19. To respond confidently and calmly to emergency situations (e.g. behaviour or medical) as required and where training has been provided.
20. To undertake any other duties requested by the SENCO, Bursar, or Line Manager deemed by them appropriate to this position.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at appraisal and may be subject to modification or amendment at any time, after consultation with the holder of the post.

## **Person Specification**

The successful candidate should:

- Educated to A Level (or equivalent)
- Good literacy and numeracy skills
- Relevant experience would be desirable
- Good planning and organisational skills and a flexible approach to managing own work load.
- High level of confidentiality and trust
- Good communication skills in a variety of contexts (verbal, email, written) and with people at all levels
- Ability to work under pressure and meet deadlines
- A working knowledge of Microsoft Office Software, e.g. Excel and Word