



JOB DESCRIPTION

Job Title: Learning Support Assistant - Secondary

School/Service: St Mary's & St John's CE School

Reports to: Assistant Principal - Inclusion

Grade: Point 5-7 £27,030 - £27,855 pro rata
(Actual £23,121 - £23,827)

Location: Bennett House Campus, Sunningfields Road NW4 4QR/Stamford Raffles,
Downage, NW4 1AB (as required)

Hours Weeks: 36 Hours per Week – Term Time Only

Job Purpose:

To provide specialist support to students who have additional needs, including students with SEMH, EAL, 'Vulnerable Learners' and 'More Able' abilities, complementing the work of other professionals.

To work with teachers and other educational professionals to plan, organise, support and lead teaching and learning activities; working with individuals or small groups under the direction and in collaboration with teachers and Inclusion department.

Duties:

The primary role of a Learning Support Assistant is to support and advice on the learning and progress of students with additional needs. This includes, but is not limited to, the following:

- Undertaking activities with individuals and groups of students in order to facilitate their physical, emotional and educational development within a safe environment in collaboration with the Inclusion department, Teachers and/or other educational professionals
- Working to establish a supportive relationship with the students and parents concerned in order to facilitate effective communication and partnership between school and home
- Carrying out pre-determined educational activities and work programmes
- Ensuring that specific guidelines are followed and expectations are met whilst promoting independent learning to support the students' understanding and progress
- Encouraging acceptance and inclusion of students with special needs to support achievement and development
- Monitoring, evaluating and providing staff, parents and relevant education professionals with feedback on pupils' participation and progress with the monitoring and evaluating pupils responses to learning activities through observation and planned recording of achievement against pre-determined learning objectives

- Promoting and reinforcing students' self-esteem and encourage them to maximise their independence, achievement and development
- Staff may also supervise whole classes occasionally during the short-term absence of teachers. The primary focus will be to maintain good order and to keep pupils on task.

The main responsibilities of the post, as directed by the Deputy Head of Secondary, include, but are not limited to, the following:

- Help students make progress in a range of classroom settings including working with individuals and small groups, and monitoring, assessing and recording students' work as directed by teachers
- Support the provision of SEND, including contributing to the maintenance of pupils records, writing of student reports, individual education plans, student strategy sheets, and attending and contributing to meetings as required
- Ensure that accurate and detailed records are kept of meetings and discussions with parents and outside agencies as required and where appropriate
- Work with the Inclusion department and other staff to ensure that individual education plans are used to set subject-specific targets and match work well to students' needs
- Support the monitoring of the effectiveness of individual education plans, EHC plans and Quality First Teaching
- Provide guidance to staff on the choice of appropriate teaching and learning methods to meet the needs of different students, supporting teaching by devising complementary learning activities
- Work with the staff on the implementation of the School policies, helping to ensure effective development of SEND students' skills and support their progress
- Support meetings of SEND staff, communicate information to staff and co-ordinate resulting action
- Attend planning meetings and under the overall direction and guidance of teachers, contribute to the short, medium and long term planning and preparation of lessons
- Provide appropriate guidance and supervision and assist in the training and development of level 1 and Level 2 Teaching Assistants as appropriate.

Other duties may include:

- Monitoring and recording absences
- Creating resources
- Classroom display
- Processing exam results
- Collating student reports and updating records
- Administering SEND assessments and other examinations
- Invigilating examinations
- Supporting with Access Arrangements (scribing and reading)
- Cataloguing, preparing, issuing and maintaining resources, equipment and materials
- Managing and communicating student data
- Having specialist knowledge of equipment in the school and provide instruction on the proper use of that equipment
- Attend staff meetings and school inset days as required by the Principal
- Provide general care and welfare for all children.

Promotion of Corporate Values:

To ensure that customer care is maintained to the agreed standards according to the school's values. To ensure that a high level of confidentiality is maintained in all aspects of work.

Flexibility:

The successful candidate may be required to carry out other reasonable duties commensurate with the grade, as requested by the line manager or Principal.