

JOB DESCRIPTION

LEARNING SUPPORT ASSISTANT



**HIPPERHOLME
GRAMMAR**

Reporting to: SENCO

Job Overview: To help assist and support pupils with special educational and general learning needs in conjunction with the teaching staff.

Responsibilities and Duties:

- Supporting the identification of children with special educational needs.
- Teaching individual pupils within the class.
- Using special equipment and facilities, such as audiovisual materials and computers to stimulate interest in learning.
- Collaborating with the teacher(s) to define appropriate activities for the pupils in relation to the curriculum.
- Working with colleagues to make sure individual pupils' special needs are met.
- Working with the SENCO to ensure that the requirements of the Equality Act (2010) are met in terms of reasonable adjustments and access arrangements.
- Attending in-school training (INSET).
- Managing pupil behaviour.
- Support the implementation of EHCP outcomes, SEN Support Plans and pupil profiles under the direction of the SENCO and teaching staff.
- Deliver targeted interventions and support programmes for individual pupils and small groups as directed by the SENCO.
- Monitor, record and report on pupil progress, engagement, attendance and wellbeing, maintaining accurate records as required.
- Assist with the collection of evidence to support access arrangements, examination requirements and statutory assessments.
- Promote pupils' independence, self-esteem and self-advocacy, encouraging them to take increasing responsibility for their learning.
- Support pupils with social, emotional and mental health needs, implementing agreed strategies to promote positive engagement and behaviour.
- Liaise effectively with teaching staff, parents and external agencies where appropriate and under the guidance of the SENCO.
- Assist in the preparation, adaptation and differentiation of learning materials to meet individual pupil needs.
- Support the use of assistive technology, specialist resources and reasonable adjustments to ensure access to the curriculum.
- Contribute to review meetings and discussions relating to pupils with additional needs as required.
- Participate in training and professional development relevant to the role and the needs of the pupils supported.

Person Specification:

Essential Qualifications, Experience and Skills:

- GCSE (or equivalent) in Maths and English, grade C/4 (or equivalent).
- Effective and efficient communication skills, both verbal and written.
- Able to work effectively with pupils, parents and colleagues.
- Kind, nurturing and patient approach.
- Adaptable to changing situations.
- Confident working with children on a whole class, group or individual basis.

Desirable Qualifications, Experience and Skills:

- Experience of working as a teaching/support assistant within a school environment.
- Experience of working with children or young people with special educational needs.
- Understanding of safeguarding and child protection procedures (training will be provided).

This job description is not exhaustive and the post holder agrees to comply with any reasonable request from the Head of the Foundation to ensure the smooth running of the Foundation.

Signed	
Name (PRINT)	
Date	

Signed on behalf of HGSE	
Position	
Name (PRINT)	
Date	