

# LANCASTER ROYAL GRAMMAR SCHOOL

## JOB DESCRIPTION

<b>POST</b>	Learning Support Assistant
<b>RESPONSIBLE TO</b>	Special Needs Co-ordinator
<b>RESPONSIBLE FOR</b>	Specific support of individual pupils and help with other pupils
<b>HOURS OF WORK</b>	18 Hours Per week Flexible hours between 8.30 am – 3.30 pm, Monday – Friday, Term time only
<b>RATE OF PAY</b>	Support Staff Grade 5
<b>HOLIDAYS</b>	The annual paid holiday entitlement is 27 days pro rata rising to 31 days after 5 years service – these holidays to be taken during school holiday periods.
<b>PENSION</b>	Contributory membership of the School's pension scheme: "Your Pension Service" Local Government Pension Scheme

This post is a temporary contract until 31<sup>st</sup> August 2022

### MAIN DUTIES INCLUDE

- Liaison with SENDCO
- Supporting the pupil in specific lessons and helping other pupils in the school
- Working with individual teachers in class
- Helping with review meetings and the writing of pupil passports.
- Scribing/invigilating examinations
- Keeping the pupil on task
- Assisting in record keeping and review report writing.
- Liaising with parents
- Other tasks within Learning Support as requested by the Head of pastoral care and SENCO.
- Attending Inset as part of CPD Programme

- Implementing and adhering to Health & Safety regulations

### **Learning Support Assistant Job Description**

Reporting to the SENCO.

#### **Duties**

Assist in the educational and social development of pupils under the direction and guidance of the SENDCO and class teachers.

Provide support for individual students inside and outside the classroom to enable them to fully participate in activities.

To provide in-class support, to help specific pupils with SEND or any other pupil who requires help.

To work together with the teacher to provide the optimum teaching environment required for the pupils to achieve their full potential.

To work one-to-one with a pupil or with small groups of pupils, following work provided.

To work flexibly to cover out-of –school hours provision, such as invigilation, school trips or homework club.

Assist in the implementation of appropriate strategies for students and help monitor their progress.

To complete written advice about the pupils you work with when required.

Work with other professionals, such as specialists, speech therapists and occupational therapists, as necessary.

Assist SENCO with maintaining student records.

Support students with emotional or behavioural problems and help develop their social skills.

#### **Administrative Duties**

Support class teachers in adapting/enlarging worksheets as required and other tasks in order to support teaching.

Undertake other duties from time to time as the head teacher requires.

## **Standards and Quality Assurance**

Support the aims and ethos of the school. The values central to Lancaster Royal Grammar School are those of academic and extra-curricular excellence and opportunity, within a diverse and tolerant community: these form the best possible foundation for future life.

Set a good example in terms of dress, punctuality and attendance.

Attend team and support staff meetings

Be proactive in matters relating to health and safety.

## **Other Duties**

Undertake professional duties that may be reasonably assigned by the SENDCO, for example:

- To invigilate pupils with SEND during exam time.
- To carry out screening assessments under the guidance of the SENCO

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's Designated Safeguarding Lead or to the Headmaster.