



**LAURUS**

TRUST

**Job Description and Person Specification  
Cheadle Hulme High School**

**Learning Support Assistant**



## Learning Support Assistant

**Salary:** Scale 4 (£18,070 - £17,772)  
**Location:** Cheadle Hulme High School  
**Start Date:** As soon as possible  
**Hours:** 32 hours per week, term time only  
(8.30am – 3pm three days a week  
8.30am – 4pm two days a week)  
This position is Temporary, One year in the first instance

**Purpose of the post:** To be responsible for the development of high quality differentiated / modified curriculum support materials in a specific subject area (s). To support teaching & learning activities with individual high needs students /small groups within the subject area using a wide range of appropriate resources

**Reporting to:** SENCO

### SUMMARY OF RESPONSIBILITIES AND PERSONAL DUTIES:

#### KEY AREAS

##### Planning

- To work within specific subject departments in evaluating and differentiating specific materials for high needs students
- To work with subject departments in the planning cycle and the management & preparation of resources using the appropriate technology
- To identify appropriate multiple materials in order to approach a topic from a different angle to support the learning needs of individual students
- To feedback and consult with the Differentiation Co-ordinator for specific issues which may arise

##### Monitoring

- To liaise sensitively and effectively with parents or carers only as agreed with the teacher within your responsibility and participate in feedback sessions or meetings with parents with, or as directed. To feedback to SENCO at Statement Annual Reviews and other reviews

##### Teaching and Learning

- To be responsible for the production of high quality differentiated / modified resources within the subject specialism using a wide variety of approaches

- To implement agreed learning activities/teaching programmes, adjusting activities according to student responses/needs
- To cover whole class or large groups under the direction of the SENCO or Assistant SENCO
- To amend subject revision guides to meet the needs of specific SEN students
- To implement local and national learning strategies e.g. literacy, numeracy and make effective use of opportunities provided by other learning activities to support the development of relevant skills under the direction of the teacher
- To support the development of high need student competence and independence in the use of ICT software and hardware to enhance their learning
- To develop extension tasks for those SEN students who are quick to grasp core tasks
- To invigilate exams/tests
- To accompany identified students on excursions/field trips and other out of school activities as directed by senior staff

### **General**

- To encourage all students to interact and work co-operatively with others and engage all students in activities
- To be an integral part of the school, working in close partnership with all staff
- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop
- To provide appropriate support for students in mainstream lessons, including modifying resources
- To carry out any other duties as directed by the SENCO or Assistant SENCO
- To mentor identified KS4 SEN students

### **Job Activities**

#### **General**

- To undertake such other duties related to the work of the department appropriate to the post, as may be assigned
- To fulfil personal requirements, where appropriate, with regard to school policies and procedures, health, safety and welfare, emergency, evacuation and security
- To take responsibility for promoting and safeguarding the welfare of students in the school
- To work positively and inclusively with colleagues so that the School and Trust provide a workplace and deliver services that do not discriminate against people on the grounds of their age, sexuality, religion or belief, race, gender or disabilities.
- To work flexibly in the interests of the service. This may include undertaking other duties provided that these are appropriate to the employee's background, skills and abilities.

# Person Specification

Attributes	Essential	Desirable	How identified
Relevant experience	<ul style="list-style-type: none"> <li>• Experience of working with SEN students either in a home or working environment</li> <li>• Experience of using a range of software packages and hardware devices e.g. Office, Apple products, tablets etc.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school classroom environment with SEN students</li> </ul>	<p>Application Form/ Interview</p> <p>Application Form/ Interview</p>
Education and training	<ul style="list-style-type: none"> <li>• 5 GCSEs A*-C including English and Maths (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• Current training in SEN</li> <li>• Higher level qualification (or equivalent) in specific subject area</li> </ul>	<p>Application Form</p> <p>Application Form</p>
Special knowledge and skills	<ul style="list-style-type: none"> <li>• Ability to communicate and understand the needs of a wide range of students</li> <li>• Ability to modify resources to meet the needs of the students</li> <li>• Ability to work with teaching staff</li> <li>• Awareness of current developments in education</li> <li>• ICT software and hardware knowledge and understanding</li> <li>• Ability to liaise effectively with a range of professionals</li> <li>• Knowledge of the requirements of children with special needs</li> <li>• Specific subject / curriculum knowledge / interest</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding of the current provision for children with Special needs and current developments in SEN</li> </ul>	<p>Application Form/ Interview</p>

The Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment.



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[laurustrust.co.uk](http://laurustrust.co.uk)