



# KING EDWARD VI HANDSWORTH SCHOOL FOR GIRLS

## JOB DESCRIPTION

### Learning Support Assistant

**Grade:**

Level 2 Teaching Assistant, NJC point 7 (£22, 639) and pro rata is £19,562

**Hours:**

5 days a week 8.15am-3.35pm Term Time Only

**Responsible to:**

SENDCO

**Main Purpose:**

To work as part of the SEND team supporting students with SEND in years 7-13

**Key Roles:**

#### **Support for students**

- To lead support for students with SEND both inside and outside of the classroom.
- To plan, adapt and deliver high quality intervention in accordance with relevant SEN needs
- To provide timetabled in-lesson support and to offer follow up support in the Learning Hub.
- To deliver tailored activities to students either on a 1:1 basis or with small groups.
- To establish positive, professional and productive working relationships with students, acting as a role model and setting high expectations for behaviour and learning.
- To encourage students to interact and work collaboratively and cooperatively with peers and staff.
- To have creative and therapeutic approaches to interventions as and when required.
- To help support the removal of barriers to learning so that students with SEND are able to access the full and wider curriculum.
- To support the social and emotional development of pupils, working closely and collaboratively with the pastoral team.

#### **Support for teachers**

- To support the teacher in promoting positive behaviours for effective learning.
- To liaise confidently with teachers and share useful resources which may be used for pre- and post-tutoring where necessary.
- To monitor and evaluate student response to learning activities through assessment and monitoring strategies against predetermined lesson objectives.
- To work with other professionals, such as the educational psychologists and Autism teachers, and with the student's parents, as necessary.
- To engage with ongoing professional development to support the needs of students in school and to share learning with the wider staff body.

#### **Support for the curriculum**

- To deliver learning activities and interventions to students within agreed systems of supervision, adjusting these activities to student need/response.
- To use ICT effectively to support learning.
- To select and prepare any necessary resources to lead learning activities, considering students' interests and background.
- To advise on appropriate deployment and use of specialist aids/resources/equipment.

#### **Support for the SEN Department**

- To work with the SENDCO to deliver effective SEN provision within school, leading on the SEND Graduated Approach (Assess, Plan, Do, Review).
- To provide support outside of classes through work in the Learning Hub.

	<ul style="list-style-type: none"> <li>● To support extra-curricular clubs during student breaks.</li> <li>● To work with other professionals such as outside agencies connected with the school and with parents as necessary.</li> </ul> <p><b><u>Support for the school</u></b></p> <ul style="list-style-type: none"> <li>● To act as a form tutor in school if required.</li> <li>● To lead on an activity supervising students on 'Alternate Wednesday' afternoons.</li> <li>● To participate in the support-staff review process to ensure professional development needs are identified and met.</li> </ul>
<b>Generic Responsibilities</b>	<p>All individual members of staff have a responsibility for promoting and safeguarding the welfare of the children and young people they are responsible for or come into contact with on the school sites.</p> <p>All staff must know about their roles and responsibilities under the terms of the school's Safeguarding Policy, health and safety, data protection and confidentiality policies and report any concerns to the appropriate senior member of staff.</p> <p>Staff must carry out their roles and responsibilities with due regard to their own, and others, health &amp; safety.</p> <p>All staff must know what to do in the event of the fire alarm sounding.</p> <p>All staff have a responsibility to report potential, or actual health and safety issues, to the school's health and safety officer.</p> <p>All staff are required to follow all agreed school policies and procedures.</p> <p>Staff should at all times set an example of personal integrity and professionalism.</p> <p>Staff should be aware of and support difference to help ensure everyone has equal access to the services of the school and feels valued, respecting their social, cultural, linguistic, religious and ethnic background.</p> <p>Staff should uphold the school ethos, aims and contribute to the development and achievement of the school's strategic and development plans.</p> <p>Staff should be willing to work as part of a team, appreciating and supporting the role of other people within the team.</p> <p>Staff should attend and participate in meetings as required.</p>
<b>Resources:</b>	<ul style="list-style-type: none"> <li>▪ To ensure use of IT to full capacity in order to produce high quality documents.</li> <li>▪ To organise and present information for reports in a variety of formats.</li> </ul>

The post holder will be expected to carry out any other duties associated with the work of the school as may be directed by the Headmistress, commensurate with the grade of the post.

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed or to incorporate any proposed changes. This procedure will be conducted by the Headmistress in consultation with the post holder. In these circumstances it will be the aim to reach agreement on reasonable changes but if agreement is not possible management reserve the right to make changes to the job description following consultation.

Signed Employee: ..... Date: .....

Signed Employer: ..... Date: .....