LEARNING SUPPORT ASSISTANT

Post: **Learning Support Assistant**
Start date: **1st January 2018**
Location: **Hurst Park site, West Molesey**
Reports to: **Learning Support Co-ordinator**
Term: **Full time 8.30 am - 4pm, term time 34 weeks**

Closing Date: 9th October 2017

Key Responsibilities

- To assist in the promotion and development of inclusive learning and teaching throughout the school.
- To support the school SENDCO in the teaching and learning of individual and key groups of pupils e.g. SEND, EAL, those on the Child Protection Register and Looked After Children.
- To champion and support special educational needs throughout the school.
- To support teaching staff with admin, including displays and reprographics.

Duties

Supporting Teaching and Learning

- Assist teachers in the delivery of lessons, providing support to individual and small groups of pupils;
- Assist in the delivery of individual work programmes for specific pupils;
- Use routine supervision and care skills to support pupils, including those who have physical, emotional or educational needs;
- Support the SENDCO and teachers in Identifying the most effective teaching approaches and resources for pupils with particular needs;
- Help create and maintain an effective and exciting environment of learning;
- Keep the class teacher/SENDCO informed about the progress and needs of pupils supported
- Liaise with parents and external agencies as required;
- Work as part of a team to ensure that the well being, behaviour and personal development of pupils enhances learning opportunities and life skills.

Other Duties and Responsibilities

- Any other duties that the SENDCO, teacher or member of the Senior Leadership team may, from time to time, ask the post holder to perform;
- Provide administrative support to the subject teachers and SENDCO;
- Act as cover supervisor to cover absence as required;
- Participate and accompany pupils off-site;
- Maintain confidentiality inside and outside the workplace.

PERSON SPECIFICATION

Qualifications and Training

No specific qualifications are required, other than a good standard of general education

Skills

- Able to motivate pupils to learn
- Able to prepare resources for teaching and learning activities
- Able to effectively manage pupils' behaviour in a positive manner with consistent clear boundaries
- Able to contribute to curriculum delivery and classroom planning
- Good communication and interpersonal skills – able to talk effectively to children, parents and external professionals as required
- Organised administrative skills
- Confident in use of ICT

Personal Attributes

- Good pastoral skills, with a calm and caring approach
- Well organised
- Effective team member
- Flexible approach and an ability to respond to changes in circumstances - the ability to think on your feet!
- High level of written and oral communication skills
- A commitment to work together with all stakeholders including the wider community

Experience

- Evidence of being in a learning support role
- Experience of supporting on a 1:1 basis - desirable not essential
- Experience of working with pupils with special needs and other key groups of pupils (e.g. EAL, Gifted and Talented, Looked After or those on the Child Protection Register) - desirable not essential

The school reserves the right to make an early appointment.

All appointments are subject to an enhanced DBS and other relevant employment checks.