



**JOB TITLE:** LEARNING SUPPORT ASSISTANT

**JOB PURPOSE:** To support students in school with SEN, enabling them to integrate with mainstream school life.

**ACCOUNTABLE TO:** SENDCo

**SCALE:** Band 5 points 19-22

**Duties and Responsibilities:**

South Manchester Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**Main Duties/Responsibilities**

- Facilitate integration of pupils with Special Educational Needs and/or Disability (SEND), into mainstream school. With a particular focus on pupils with Social, emotional and mental health needs that may display challenging behavior
- Promote the inclusion and acceptance of all students into the classroom.
- Have a good understanding of the four broad areas of special educational needs.
- Know a range of strategies to establish a purposeful learning environment and to promote good behaviour.
- Have the ability to acquire further knowledge to contribute effectively and with confidence to the classes with which they are involved.
- Select and prepare resources necessary to lead learning activities, taking account of students' interests, language and cultural backgrounds.
- Work with pupils with an Education, Health and Care Plan (EHCP) on an individual basis.
- Enable students to access the curriculum.
- Develop students' basic skills and enhance students' self-esteem and self-confidence.
- Comply with policies and procedures relating to Child Protection, Confidentiality and Data Protection, reporting all concerns to an appropriate person.
- Develop students' independence and life skills, encouraging them to interact and work cooperatively with others.
- Provide feedback to students and teachers in relation to progress and achievement.



- Work with students in class or in small groups and occasionally on an individual basis to support, motivate, clarify and explain instructions in lessons, where necessary
- Differentiate work for students with SEND.
- Give support to students, individually or in groups, so they can access the curriculum, take part in learning and experience a sense of achievement.
- Plan and prepare learning programs for additional literacy and numeracy sessions with students who are identified following internal assessment, evaluating and adjusting as appropriate.
- Support students in their social and emotional wellbeing by implementing related programs, such as emotional coaching and use of social stories.
- Supply the necessary information to the SENDCo to assist with the writing and implementation of Individual Education Plans (IEPs) and additional support programs.
- Keep and update records on as agreed with the SENDCo and contributing to reviews of IEPs.
- Supply the necessary information to the SENDCo for EHCP Annual Reviews.
- Carry out lunchtime duties to support the more vulnerable students who find social integration difficult.
- Take on responsibility within the Department for specific areas of development.
- When requested by the SENDCo, accompany teaching staff and students on visits, trips and out of school activities. This may include college placements.
- Attend meetings in school including Parents' Evenings and take minutes as required.
- Supervise and provide access arrangements for students sitting internal and external examinations ensuring all Examination Board Regulations are met.
- Pay due regard to professional boundaries maintaining appropriate levels of confidentiality.

### **General Requirements**

All staff are expected to:

- Work towards and support the academy vision and current objectives outlined in the Academy Improvement Plan.
- Contribute to the school's programme of extra-curricular activities e.g helping at Open Evening.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.



- Work within the Trust's School's Equality Objectives to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers and colleagues.
- Adhere to policies and circulars.
- To undertake any other duties commensurate with the grading of the post as directed by the Headteacher.

**Review:**

This job description is not necessarily a comprehensive definition. It will be reviewed as and when deemed appropriate in line with the needs of South Manchester Learning Trust. It may be subject to change or modification at any time following consultation.

**Name of Postholder:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Name of Line Manager:** \_\_\_\_\_

**Signed:** \_\_\_\_\_ **Date:** \_\_\_\_\_



**PERSON SPECIFICATION**

**LEARNING SUPPORT ASSISTANT (BAND 5)**

	<b>METHOD OF ASSESSMENT</b>	<b>ESSENTIAL / DESIRABLE</b>
<b>1. Qualifications/Training etc.</b>		
English and Maths GCSE (Grade C or above)	A/C/I	Essential
Relevant professional qualification	A/C/I	Essential
<b>2. Experience</b>		
2-3 years' relevant experience working with young people.	A/I	Essential
The ability to manage and disseminate information in a range of different media.	A/I	Essential
ICT literate.		
Ability to communicate effectively with people at all levels, both in writing and orally, and present/interpret information to a wide range of people.	A/I	Essential
Ability to have successful working relationships with young people.	A/I	Essential
An understanding of what constitutes good professional relationships for sound classroom management.	A/I	Essential
The ability to manage a budget.	A/I	Essential
<b>3. Knowledge</b>		
Microsoft Office Packages	A/I	Essential
Understanding and respect for confidentiality in relation to all issues connected with the role	A/I	Essential
<b>4. Skills &amp; Abilities</b>		
Ability to enthuse young people to produce work to high standards.	A/I	Essential
Self-motivated, with proven ability to work on own initiative and to organise/prioritise tasks.	A/I	Essential
Ability to work as part of a team, a willingness to adapt to a changing environment and meet differing challenges.	A/I	Essential
Highly organised person, who pays good attention to detail and works accurately.	A/I	Essential



Ability to offer some flexibility in working hours where necessary and be available for occasional out of hours work.	A/I	Essential
Willingness to undertake training and keep abreast of current issues relevant to own areas of work through networks, conferences and other meetings.	A/I	Essential
<b>5. Attitude and Approach</b>		
Smart, professional appearance.	I	Essential
Boundless energy and vision; resilience and 'can do' approach.	A/I	Essential
Positive and proactive approach to continuous improvement.	A/I	Essential

**\* Method of Assessment**

**A** = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation.