



LEARNING SUPPORT ASSISTANT

See Advertisement for Salary

30 hours per week (term time only) Hours 8.45 a.m to 3.25 p.m.

Line of responsibility

The learning support assistant is directly responsible to the Head of Inclusion.

Job content

Pupil Support

- To work both in mainstream classes and by withdrawal with qualified teachers to provide support for individual/small groups of pupils with special needs.
- To liaise with other members of staff to provide support and help in providing for pupils with special needs in their classes. This may involve giving advice or information or disseminating written details of pupils' needs and strategies to cope with them.
- To participate in the Reading Improvement programme in the Lower School.
- To provide examination support to pupils.

Departmental Support

- To liaise with SENCO/parents/other staff regarding the welfare and teaching of pupils. This includes attending Department meetings, LINKS meetings and relevant parents' evenings.
- To meet with Heads of Year and Deputy Headteachers when required to provide information concerning pupils who are being supported.
- to attend relevant Annual Reviews as directed and contribute written reports for such occasions..
- to help with Primary Liaison
- To help with general testing and marking within the Department.

Administration

- to complete administrative and clerical tasks associated with providing for statemented pupils, if necessary, outside teaching time.
- to help maintain and up-date the class library in the Inclusion Department.
- to find and attend INSET courses to further your own learning and expertise.
- To undertake examination invigilation

The above responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the Contract of Employment).

The postholder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Governing Body.

To uphold the School's policy in respect of child protection matters.

Be subject to all relevant statutory and institutional requirements.

The postholder may be required to perform any other reasonable tasks after consultation.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the postholder.