

## Bishop Ramsey CE School Learning Support Assistant Job Description



<b>Job Title</b>	Learning Support Assistant
<b>Grade</b>	Scale 2
<b>Immediate Supervisor</b>	Head of Inclusion Faculty
<b>Contacts</b>	<b>Internal</b> All teaching and support staff, students

### Main Purpose of the Post

To work along side the classroom teacher to provide effective support for individual students who have a range of learning difficulties and disabilities, to enable him/her to have full access to the curriculum and to underpin literacy and numeracy development.

### KEY TASKS

To be a member of the Inclusion Faculty which seeks to meet the individual needs of all students within the school community and in line with pupils EHC plans or individual IEPs.

To establish and maintain relationships with individual pupils/ groups of pupils and teaching and support staff

Assist in preparing and maintaining the learning environment

To work with the student to enable them to have full access to the curriculum and to support them during learning activities

To prepare materials and resources as requested by the class teacher to support the student in the classroom.

To provide assessment details as requested to help monitor the progress made by the student.

To attend the review meetings of the student you support and contribute to the preparation of the Individual Education Plan.

To provide support to the student when he/she has been allowed special considerations for both internal and external examinations.

To promote pupil's social and emotional development

Support pupils with communication and interaction difficulties

Support pupils with cognition and learning difficulties

Provide support for pupils with sensory and/or physical impairment. This may include personal care needs.

Help develop literacy and numeracy skills

Support all other students, as deemed necessary by teaching staff or the SENCO or complete other tasks commensurate with the general level of responsibility of the post.

To co-ordinate and run intervention groups with small groups of students, before, during and after school under the guidance of the SENCO and wider teaching team

To liaise and plan activities with the class teacher, including differentiated materials and to provide a link to relevant curriculum teams

To work flexibly within the classroom, including the supervision of a majority group of pupils, while the teacher carries out activities/interventions with a small cohort, including stretch and challenge

To be willing to support pupils on school trips and activities including overnight stays where appropriate

To contribute to the planning and evaluation of learning activities by attending INSET days, professional review days, staff training activities and curriculum team meetings.

When the student is absent from school, to work as directed by the Special Needs Co-ordinator

To carry out any other duties commensurate with the post

PERSON SPECIFICATION					
CRITERIA	Essential / Desirable			Assessed by application / interview process	
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QUALIFICATIONS AND REQUIREMENTS					
A good standard of general education to include GCSEs or equivalent in English and Mathematics, at a minimum Grade C	√			√	
NVQ Level 2 or 3 Learning Support Assistants qualification		√		√	
EXPERIENCE					
Experiences which have provided a preparation for this post	√			√	√
Administrative experience		√		√	√
KNOWLEDGE AND SKILLS					
Some knowledge of the working of a large comprehensive school		√			√
Prior experience which has provided a preparation for this post and may include working with learners who have the following difficulties:- <ul style="list-style-type: none"><li>• Communication and interaction</li><li>• Cognition and learning</li><li>• Social, mental and emotional health</li><li>• Sensory or physical</li></ul>	√			√	√
Behaviour Management strategies for dealing with pupils whose behaviour may be challenging and at times may be inappropriate, and who may show a reluctance to learn.	√				√
To be proficient in the use of Word and Excel to carry out the required tasks	√				√
PERSONAL QUALITIES					
Willingness to undertake training as an introduction to the post, and its continued effectiveness	√				√
Enthusiasm and commitment to the best interest of the students.	√				√
Ability to work efficiently and harmoniously with all staff in the school and with outside agencies	√				√
Calm disposition, resilience and ability to work under pressure	√				√
The ability to be assertive but fair in all dealings with students	√				√
Willingness to take responsibility	√				
Able to use initiative	√				
Sense of humour		√			√
SPECIAL REQUIREMENTS					
Sympathy with the aims of a Church school and support for the ethos and mission statement of Bishop Ramsey Church of England School	√			√	√

***Bishop Ramsey CE School is committed to safeguarding and promoting the welfare and safety of children and young people. The successful applicant will be required to undergo an Enhanced DBS check. This commitment extends to organisations providing services to the school.***

