

Magdalen College School
Learning Support Assistant
JOB DESCRIPTION

Post Title	Learning Support Assistant
Post holder	
Reporting to	SENCO
Specific responsibilities of the post	<ul style="list-style-type: none"> ▪ To support the learning of students with Disability/Special Educational Needs (DSEN), including learning, social, emotional and/or mental health difficulties ▪ To be involved with the planning, delivery, monitoring and reviewing of Individual Education Plans (IEPs) ▪ To work with DSEN students within mainstream classes ▪ To work with small withdrawal groups, using resources prepared with the guidance of an DSEN specialist ▪ To prepare modified teaching resources with support from teaching staff – within contracted hours ▪ To be involved in meetings and INSET within the contracted hours ▪ To support teachers with the pastoral care of some nominated DSEN students during school hours ▪ To be responsible for completing mainstream records and diaries for designated students ▪ To undertake other duties within the department as required <ul style="list-style-type: none"> ▪ May provide assistance to less experienced colleagues ▪ Assist with supervision of students and planning of activities out of lesson times ▪ After training is provided, may assist with mobility equipment such as using wheelchairs and/or hoists ▪ Administer routine tests and marking of students' work under guidance from teacher ▪ Support during tests and exams e.g. amanuensis, reader ▪ Prepare, maintain and use equipment and resources required to meet lesson plans/learning activities to meet the needs of the students and the curriculum
Responsibilities as a member of staff	<ol style="list-style-type: none"> 1. To ensure an appropriate individual response to whole school priorities 2. To support the personal and social development of students within the school 3. To engage actively in the Performance Management Review Process 4. To implement all school policies

Personal Qualities; the postholder is expected to be:	<ol style="list-style-type: none"> 1. Committed to the principles of comprehensive education and equal opportunities 2. Committed to the ethos of Magdalen College school 3. Committed to team work within all aspects of the school 4. Proactive in terms of furthering their professional knowledge and skills. 5. Punctual for all commitments 6. Professional in the way that they carry out all aspects of their role and in their relationships with all members of the school community.
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Signed

.....Job holder

.....Line Manager

.....Date