

Job Description

Learning Support Assistant Level 2

Responsible to: SENCO

Responsible for: N/A

Grade 2: SCP 3-5

Hours of Work: 28 hours and 20 minutes per week, term-time plus training days (inc. 1 hour unpaid break)

Special Conditions:

This job description is a guide to the work you will initially be required to undertake. It may be reviewed from time to time to meet changing circumstances.

Job Summary:-

- To support pupil access to all areas of the curriculum including post 16.
- To assist pupils to develop social and communication skills in order to maintain their levels of self-confidence and esteem

Duties and responsibilities:-

Supporting the Teacher

- To liaise with subject staff on a regular basis, and enable the SEND pupil to achieve educational, spiritual, emotional, physical and psychological needs
- To plan, organise and write objectives in conjunction with all members of staff for each individual SEND pupil needs.
- Keep records of progress made to facilitate differentiation and review passports and for report writing.
- Implement all Academy policies appropriate to individual SEND pupils to enable them to participate in all lessons
- To be flexible with attitudes towards timetabling, SEND pupils and all staff.
- With the full support of teaching staff, to ensure cover/supply staff are aware of your role and the needs of each of the SEND pupil(s) you are supporting.
- To have a clear vision of new and innovative ideas through continuing professional development and training to enhance personal knowledge of SEND
- To implement and monitor the progress of SEND attending interventions set up with the guidance of the SENDCo

Supporting the Pupil

- To work with any individual pupil or group within the class, whether designated or not as instructed by the class teacher.
- To be involved in the pastoral care of the SEND pupil, supporting the work of the tutor, Progress Leader, SENDCo and any other professional body as appropriate.
- To be aware of the changing needs of the SEND pupil you are working with, both educationally and emotionally.
- To assist in the building of self-confidence and self-esteem for all individual SEND pupils.

- Encourage each SEND pupil to take an active role in lessons both practically and verbally, giving encouragement to enrich their development accordingly.
- To liaise with Class Teacher/SENDCo to enrich their development accordingly.
- To review targets outlined in student passports and Provision maps and contribute to the annual review of each SEND pupil.
- To use ICT equipment and any other educational aid in the support of the SEND pupil.
- To ensure Equal Opportunities policy is implemented for all subjects.

Supporting the Academy

- To integrate fully in the smooth running of the Academy to ensure the needs of each SEND pupil are met.
- To be aware of all Academy policies, in particular Health and Safety issues and safeguarding.
- To liaise with parents or other Agencies in conjunction with SENDCo as directed.
- To have regular meetings with SENDCo.

Other duties:-

Such other duties as may be reasonably required by the Principal/SLT/Line Manager.

It is the responsibility of each employee to carry out their duties in line with Academy policies, particularly to comply with all child protection/safeguarding policies/Health Safety Policies.

Use and development of ICT as required.

Due to the nature of this job, it will be necessary for the appropriate level of Disclosure Barring Service to be undertaken. Therefore, it is essential in making your application you disclose whether you have any pending charges, convictions, bind-overs or cautions and if so, for which offences. This post will be exempt from the provisions of section 4, (2), of the Rehabilitation of Offenders 1974 (exemptions) (amendments) Order 1986.

Therefore, applicants are not entitled to withhold information about convictions which for other purposes are "spent" under the provisions of the Act, and, in the event of the employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the Academy. The fact that a pending charge, conviction, bind-over or caution has been recorded against you will not necessarily debar you from consideration for this appointment.



GEORGE SALTER ACADEMY

Person Specification – Learning Support Assistant

Category	Essential	Desirable	Method of Assessment
Qualification and Training	<ul style="list-style-type: none"> • 5 passes (A-C) at GCSE including Maths and English, or equivalent 		Application Form
Experience		<ul style="list-style-type: none"> • Experience of working in a school setting 	Application Form and Interview
Training	<ul style="list-style-type: none"> • Willing to attend relevant training 		Interview
Skills and Knowledge	<ul style="list-style-type: none"> • An understanding of safeguarding & Child Protection practices • Awareness of and respect for the needs of the individual child and their families, including multi-cultural and inclusive practices. • Knowledge and understanding of Equal Opportunities • Knowledge of basic Health and Safety issues • Good ICT skills 		Application Form and Interview
Personal Attributes	<ul style="list-style-type: none"> • Ability to work when the school is open (Term Time working) • Willingness to work flexibly to meet the requirements of the post • Ability to motivate individuals to perform effectively • Able to communicate effectively • Commitment to working in partnership with parents 		Application Form and Interview.