

## JOB DESCRIPTION



**Job Title:** Learning Support Assistant  
**Responsible to:** Assistant SEND Leader / HLTA

### **Job Purpose:**

Under the direction of the Assistant SEND Leader / HLTA, to support the learning of students with additional or special educational needs in lessons and in small intervention groups and at other specified times.

### **Principal Duties:**

- To work as part of a specified learning team to develop appropriate differentiated resources for identified students.
- To contribute to the development and monitoring of Individual Learning Plans for students.
- To support the learning of individual students and groups of students as directed by the class teacher during lessons.
- To assist teachers and advisors in the assessment of student learning and identification of strategies to improve achievement.
- To assist in the delivery and implementation of the Academy's Literacy and Numeracy strategies by working with intervention groups.
- To implement the Academy behaviour policy and ensure all incidents are recorded on SIMS.
- To contribute to the review of student progress for individuals identified as academy action plus and for those with statements.
- To contribute to the development of the Student Support Team improvement plan and implementation of the Academy development plan.
- To provide feedback on the quality and appropriateness of work planned by teachers for students with additional and special needs to ensure it is appropriate.
- To assist students in using the VLE to access appropriate learning materials as directed by the class teacher.
- To assist in ensuring that MHA standards for classroom management are met and that learning areas are clean, safe and well organised.
- To contribute to the implementation of the Academy Attendance strategy
- To work with parents to ensure they are informed of student progress, concerns and interventions and encourage them to support their children with learning strategies.
- To develop and deliver a range of study support activities for students including homework clubs and coursework catch up sessions on a weekly basis.
- To assist with the assessment and identification of students with special educational needs through managing reading tests and other diagnostic assessments.
- To contribute to the Extended Academy and Enrichment programme.

### **General duties and responsibilities**

- To carry out other duties as may be reasonably requested.
- To safeguard the welfare of children.
- To report risk to a member of ELT.
- To keep the Assistant SEND Leader / HLTA fully informed of all matters that they are involved in and initiatives they undertake.
- To cover for absent colleagues, as appropriately required.
- To participate and attend meetings and training as appropriate including INSET days.
- To take an active role in own professional development in line with performance management objectives.
- To ensure confidentiality is maintained at all times.

- To work in accordance with all Academy procedures and policies, to adhere to the Academy's professional code of conduct for staff and quality standards for all staff including smart dress code.
- To actively promote the achievement of a smoke free Academy.
- To actively support Academy Initiatives.