



## JOB DESCRIPTION

<b>Post Title:</b>	<b>Learning Support Assistant</b>
<b>Post Grade/Salary:</b>	<b>Scale 4/5 depending on qualifications (pro-rata)</b>
<b>Hours of Work:</b>	<b>30 hours a week , 40 weeks per year (term time only)</b>
<b>Responsible to:</b>	<b>SEN Manager</b>

**Summary:** We require dedicated, talented and energetic Learning Support Assistants to work at Heartlands High School. The posts will be based within the SEND Department with opportunities to work directly in subject areas as appropriate.

For parents with students who have Special Educational Needs we are the most popular school in Haringey. Currently approximately 12% of students at Heartlands are on the SEN register and we have approximately 60 children with Education and Health Care Plans with a range of needs including ASD, ADHD, global learning difficulties, SEMH, physical and speech and language needs.

Our aim is to support the needs of all students to enable them to access the curriculum. We welcome candidates with focused subject knowledge as well as those with a SEND background. There will be good opportunities for developing the right candidate's career at the school through a thorough training programme.

### **The role will be adapted to suit the talents and interests of the successful candidates, but will include:**

- supporting students with special educational needs, EMTAG and EAL, or who are gifted and talented, Looked After, vulnerable or underachieving; and to ensure their inclusion in the classroom and school community
- contributing to the learning and motivation of all students
- building excellent relationships with students and work with teachers to meet their individual needs
- promoting inclusion in the school
- ensuring that students are challenged and encouraged to engage in school and aim high
- developing and maintaining excellent relationships with parents and carers to ensure that students are fully supported and able to enjoy and achieve
- working to meet the learning and behavioural needs of students, including developing individual and small group interventions and nurture groups
- supporting and advising teachers in planning strategies to include students
- promoting good student behaviour, helping to resolve conflict and encourage responsibility
- liaising with and supporting appropriate staff inside and outside the school to help support students
- undertaking duties, such as clerical and support work, supervision and invigilation, to support the work of the school where needed
- supporting and complying with school policies on Safeguarding
- provide high quality and flexible support, including on school trips and off site learning.
- provide support to ensure that the whole school provides a safe and healthy environment
- leading specific learning activities, such as Beyond Words, Precision Teaching with individuals or small groups
- contribute towards the planning and preparation of learning activities
- liaise with specialist services on behalf of individual pupils e.g. Educational Psychologist, Speech Therapists

- take responsibility for leading, delivering and evaluating one agreed activity for individuals or groups requiring a different learning approach
- enhance delivery through the use of appropriate skills to make the best of ICT
- take responsibility for the design, delivery and evaluation of student records i.e. Success Plans
- attend and contribute towards Annual Reviews and EHCP.
- provide feedback on learning activities to support the development and review of a the Learning Support development plan
- organise the environment and develop appropriate classroom resources as required
- contribute to behaviour management within the school and take charge of situations to allow the teacher to focus on T&L with others
- attend and actively participate in staff meetings

The Heartlands High School motto is SEARCH for Success, and we would welcome a candidate who is able to promote these steps to success:

**School Matters**

**Effort**

**Achievement**

**Responsibility**

**Character**

**High Aspirations**

Please note that there is flexibility in the approach to achieving our shared vision for this school and that the above specification is not definitive.

