

Saracens High School Job Description

Job Title: Learning Support Assistant - literacy

Responsible to: SENDCO

The main purpose of this role is to support individuals and groups to make exceptional progress and achieve their full potential.

To carry out this role effectively you need to be aware of, and support, the fundamental philosophy and aims and objectives of the school, and to be instrumental in creating an ethos which facilitates the effective education of every pupil and ensures that they make expected levels of progress.

Your key responsibilities as a **Learning Support Assistant** are to:

- Establish and maintain professional positive relationships with pupils, staff and parents
- Support pupils during learning activities, facilitating independent learning and encouraging pupils to take responsibility for their own learning – tasks will include:
 - liaison with staff
 - liaison with parents and external agencies
 - supporting identified EHCP pupils as Key Workers
- Assist in preparing the learning environment and materials for specific pupils
- Contribute to maintaining pupil records
- Work with the SENDCO and colleagues in English to plan and support pupils in small group, and one-to-one literacy sessions
- Keep detailed records of timetabled small group and one-to-one sessions, and use evaluations of these records to inform future planning
- Communicate with subject teachers and contribute to the planning of differentiated learning activities to support literacy needs
- Contribute to the effective and consistent management of pupil behaviour
- Keep an up-to-date Learning Support Assistant file detailing support pupils and strategies
- Engage in professional development opportunities
- Attend INSET training sessions

Other Professional Requirements

- To act as a Learning Coach to a group of approximately 15 pupils, developing a positive relationship with them and their families and acting as the primary contact with home. Taking the morning registration, meeting with children one-to-one or in small groups, and supervising their homework in the afternoon Learning Group session (Monday-Thursday)
- To take part in family service and contribute to the duty rota as necessary
- To be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person
- To adhere to school Health and Safety policy including risk assessment and safety systems
- To adhere to school policy on equality and diversity
- To contribute to the overall ethos/aims of the school
- To appreciate and support the roles of other professionals
- To participate in training opportunities and professional development as required
- To be responsible for promoting and safeguarding the welfare of children and young people within the school

These key accountabilities outline the main areas of the role: they are not a comprehensive list of tasks to be undertaken.

This job description may be varied from time to time in response to specific needs with in the school and at the direction of the Principal.