

Job Description

Job title	Learning Support Assistant	Job family	Education
Reporting to	Deputy Head	Job code	
Location		Evaluation Date	Jul 21

Job Purpose

The post holder will be required support pupils across the school within lessons and across all other areas within the school. It is expected that they will undertake given roles allocated from their associated teacher.

Key focus on

- Safety
- Providing a quality service to the young people
- Ensuring financial sustainability appropriate to the job role

Responsibilities

- Contribute to behaviour management of pupils through implementing school policies, deploying appropriate de-escalation techniques and managing pupils through your knowledge of them.
- Support pupils during learning activities through providing effective support as directed by the teacher, promoting independent learning encouraging pupils to personal responsibility for their learning and provide timely and effective feedback to the class teacher on progress made or barriers to further learning and progress.
- Support the teaching team to ensure that the learning environment is appropriate, safe and engaging to allow for excellent progress and a learning.
- Collaboratively participate in planning and preparations to ensure clear knowledge of what is expected of pupils in relation to their learning and progress.
- Be fully aware of and fully implement the schools policies at all times, including safeguarding.

Knowledge / Education / Skills

- An awareness and understanding of the needs of those pupils with specific Special Educational Needs (SEN);
- An awareness of safeguarding and how these concerns should be raised;
- Experience of working with pupils with SEN;
- Excellent communication skills;
- Emotional resilience;
- Ability to effectively use ICT;
- Ability to work as a member of a team and on their own initiative;

Experience

- Experience/understanding of working with pupils with complex and varied Special Educational Needs

Responsibility

Leadership

No direct line management responsibility, however indirect leadership to provide influence in area of speciality.

Budgets & Equipment

Collective responsibility for the care and security of equipment and adhering to the cost and budget guidelines.

Information

Shared responsibility for the confidentiality, security and accuracy of records, data and information. Ensuring good quality documentation, which meets the Organisational requirements Regulatory guidelines and statutory requirements.

Communication & Interaction

Communications will regularly require some judgement involving the seeking and gathering of information with the need for some explanation. May have interactions which contain distressing information.

Safeguarding

All colleagues have a responsibility to protect and safeguard vulnerable individuals at risk (whether children or adults). Colleagues must be aware of local child and adult protection procedures and who to contact within the Local Authority Safeguarding team for further advice. All colleagues are required to attend safeguarding awareness training and to undertake additional training appropriate to their role.

Working Environment

- Potential to experience aggressive and threatening behaviours;
- Potential need for use Physical intervention, in line with duty of care expectations;
- Physically demanding environment – standing for long periods;
- Potential for occasional lone working;