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| Designation of Post: | **Learning Support Assistant Level 2** | Pay Scale | **NJC Pay Scale Band D £26,847-£27,274**<br><br>**(actual based on 32.5 hours/39 weeks £21,031-£21,366)** |
| Accountable to: | Head of Learning Support - SENDCO | | |
| The Purpose of this Post: | To support students to be fully included in school life, access the curriculum and make progress.<br><br>To support specific students with SEND across the curriculum and during unstructured time (break/lunchtime) as directed by the SENDCO | | |

**JOB DESCRIPTION**

**All staff at Prenton contribute to our vision and values.**

Making a positive difference today to achieve a better tomorrow by:

- Providing a safe, happy and respectful school community;
- Making students the foundation of our school;
- Celebrating and welcoming diversity and equality;
- Empowering, challenging and inspiring all in the classroom and beyond;
- Creating opportunities where everyone is supported and valued;
- Promoting courage, ambition and aspiration.

The staff, governors, students and whole Prenton community will achieve our vision through our values of:

- Trust
- Respect
- Integrity
- Kindness
- Endeavour

**Duties and Responsibilities**

- To work closely with the class teacher to establish a safe, positive, inclusive learning environment.

- To be very familiar with the profiles of all students on the SEND register and those students who require additional support.

- To support students to achieve learning goals and make progress, adjusting activities and strategies according to student learning styles and abilities.

- To promote independence and employ strategies to recognise and reward achievement and self-reliance.

- To provide feedback to students in relation to progress and achievement.

- To establish productive working relationships with students, acting as a role model and setting high expectations.

- To encourage students to interact and work co-operatively with others and engage all students in activities.

- To promote positive values, attitudes and good student behaviour, dealing promptly with incidents in line with established policy.

- To monitor students' responses to learning activities and provide feedback to teachers.

- To liaise with teachers before and after lessons to plan and feedback next steps, keeping up to date records of planning and assessment.

- To set out, prepare, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom.

- To contribute to and be familiar with plans for students with high needs, for example, students with Education, Health and Care Plans or Pupil Funding Agreements.

- To promote the inclusion of all students in lessons and the wider life of the school.

- Under direction from Head of Learning Support (SENDCO), to support students during unstructured school time and extra-curricular activities.

- To help create and prepare relevant resources appropriately differentiated for students with SEND.

- To undertake First Aid training and assist with necessary self-help skills (feeding, toileting, dressing etc. where appropriate).

- To meet with parents alongside the Head of Learning Support (SENDCO) to discuss progress and provision, taking minutes and carrying out follow-up action as necessary.

- To have regard for the safety and well-being of students at all times.

- To be aware of all students with a Student Medical Plan and be familiar with the daily management and procedures in each plan.

- To assist with the supervision of students by carrying out duties before school at Breakfast Club, at break time, at lunchtime and after school at clubs as required.

- To assist in the supervision of students on outings and visits as required.

- To assist with the delivery of Access Arrangements for examinations.

- To attend appropriate staff meetings/training as required.

- To regularly access and contribute to whole school staff communication tools including email, and Blue Sky.

- To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school.

- To gather information from and report information to parents/carers as requested.

- To work alongside other professionals in assessing students' progress/needs.

- To maintain confidentiality in relation to all work undertaken and departmental information.

- To carry out other duties commensurate with the grading of the post as may be determined by the Headteacher from time to time.

**Additional Duties**

- **Health & Safety**
  All staff at Prenton High School for Girls are required to remain vigilant, observe all relevant Health and Safety policies and procedures, take reasonable care of their own and others' Health and Safety, report all accidents and incidents, raise concerns through their line managers, and the Health & Safety Manager.

- **Equality & Diversity**
  Staff at Prenton High School for Girls are expected to promote equality of opportunity for all girls and staff, both current and prospective, and to support an environment that values diversity.

- **Data Protection**
  All staff at Prenton High School for Girls have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the GDPR 2018.

- **Safeguarding & Child Protection**
  Prenton High School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection policy and procedures at all times.