



JOB TITLE: Learning Support Assistant

RESPONSIBLE TO: Head of Learning Support /SENDCo

Overall purpose of the role is to:

- provide support to enable students with special educational needs to access the curriculum within a mainstream setting
- working with colleagues in the Learning Support Department and subject teachers in the school to promote inclusion of all students

Responsibilities may include:

- working under the direction of the classroom teacher to support students with special educational needs or disabilities (SEND) to fully access the curriculum and successfully meet the learning objectives of the lesson
- using strategies noted on Student Profiles and in Learning Support Teaching Strategy Guides to maximize their learning and liaising with teachers on the use of these strategies
- working with the classroom teachers to support other students in the lesson to enable the teacher to give attention to students with SEND
- promoting confidence and independence in students and modelling supportive, respectful relationships
- assisting and advising the teacher in differentiating the work to enable students with SEND to succeed
- attending and contributing to students' review meetings
- delivering small group/1:1 interventions targeting students' specific learning needs
- supporting students in examinations in the role of reader, scribe or in other ways
- administering tests and invigilating examinations
- reporting incidents to the Head of Learning Support/ class teacher/ Head of Year following school protocol
- keeping up to date with wider school life, reading department and school communications promptly
- supporting the use of ICT in learning activities
- assisting with the supervision of students out of directed lesson time, including before and after school if appropriate, and within working hours
- accompanying students on school visits, trips and out of school activities as required
- participating in professional development activities as required
- being flexible, adaptable and being prepared to cover, at short notice, a particular need within the school
- attending regular team meetings

Safeguarding:

Hazelwick School is committed to safeguarding and promoting the welfare of children and young people and communicates a clear framework to employees. Safeguarding is a key aspect of every role and all staff must have read and be fully aware of the Child Protection Policy

Other Requirements:

- to be committed to inclusive education
- to contribute to the provision of an efficient and effective learning environment
- to maintain confidentiality at all times
- to be aware of and adhere to all School policies and procedures

The Learning Support Assistant will carry out such other duties as may be required from time to time

All members of staff are expected to work as part of a team. Within this team, there is an implicit understanding of mutual assistance and co-operation with each other. Any member of the team may expect to give and receive help when there are extra work requirements.

Last updated June 2021