**LEARNING SUPPORT ASSISTANT**

# ROLE DESCRIPTION

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| Job title & Grade | Learning Support Assistant (to support specialist EHCP provision) |
| Reporting & Communication | Headteacher  SENCO/Assistant Headteacher (Pastoral)  School Business Leader |
| Hours | Full time 37 hours per week worked over 5 days, Monday to Friday |
| Annual Leave | Term time only incorporating pro rata annual leave entitlement and bank holidays |
| Probationary Period | 6 months from date of appointment |
| Job Purpose | With guidance from senior members of the department, provide support to individuals and groups of students who need additional help to access the curriculum fully and to overcome barriers to learning. |
| Additional Duties | None |
| General | The list of duties is not exhaustive and may be subject to other duties commensurate with the role. |
| Confidentiality | All employees are required to maintain confidentiality regarding any information about finance, students and employees. |
| Checks | This post is required to undertake a DBS check |
| Role Description | This role description is subject to review and change from time to time |
| Main Duties | * Liaise closely with teaching staff in order to effectively plan and facilitate subject-specific interventions and in-class support. * Implement agreed learning activities/teaching programmes, adjusting activities according to students’ responses/needs. * Work with other staff in planning, evaluating and adjusting learning activities and strategies as appropriate. * Engage positively with a wide range of young people, responding to the varied challenges that the role presents. * With support from a senior member of staff, assume responsibility for delivering a defined role associated with the specialism of the department to which you are attached. This role is to support a cohort of EHCP students with complex needs. * Be aware of, and appreciate, a range of activities, courses, organizations and individuals to provide support for students to broaden and enrich their learning. * Attend review meetings and accurately record and monitor student progress. * Work closely with professionals and agencies to ensure good student outcomes. * Attend appropriate professional development and training and where necessary help deliver and develop training within school. * Provide special access arrangements and invigilating internal and external examinations and controlled coursework sessions. * Accompany students on out of school activities. * Assist with supervision of the Learning Support classroom including break and lunchtime duties. * Act as a pastoral key worker for vulnerable students with complex needs in lower school and sixth form. |

Signature of post holder \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

Signature of manager \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_

**This school is committed to safeguarding and promoting welfare of children and young people. Please note this position will require an Enhanced disclosure form from the Disclosure and Barring Service.**

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken my not be identified. This document must not be altered once it has been signed but will be reviewed regularly.

Employees will be expected to comply with any reasonable request for a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

This job description may be reviewed as part of the appraisal scheme on a regular basis and any part of it may be amended as a result of such review or at any time after consultation with the post holder.

# Person Specification

**POST: Learning Support Assistant**

### **SCALE: Grade 6 (Point 12-15)**

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| **Area** | Criteria Requirement – E = Essential – D = Desirable | **Requirement** |
| **Qualifications, Skills and Attributes** | * Work flexibly as part of a team and show initiative when working on your own * Proficient IT skills in order to carry out administrative duties accurately and efficiently * Willingness to get involved in the wider life of the school * Follow safeguarding procedures to the letter | E  E  E  E |
| **Experience** | * Three years of experience of working with students with EHCPs and complex needs in an educational setting * Experience of working with students with Social, Emotional and Mental Health need * An understanding of and commitment to Equal Opportunities Policies and Disability Equality duties * Previous experience of delivering intervention sessions | E  D  D  D |
| **Personal qualities** | * A warm and sensitive approach to young people with good communication and interpersonal skills * Resourcefulness, good humour and resilience * Resilient in stressful situations * Good attendance and punctuality records | E  E  E  E |