

JOB PROFILE

JOB TITLE	Learning Support Assistant
GRADE	4
POST ACCOUNTABLE TO	SEN Coordinator
POST ACCOUNTABLE FOR	None
OTHER MAJOR CONTACTS	Students School staff External agencies
GRIEVANCE OFFICER	Headteacher

Main Purpose

To work with teachers as part of a professional team to support teaching and learning for SEN pupils. To work with individuals and small groups of SEN students to plan, implement deliver and evaluate additional interventions. Providing specialist assistance to pupils who need particular help to overcome barrier to learning, such as those with moderate and multiple learning difficulties and/or behavioural, social, communication, sensory or physical disabilities.

Main Duties

Supporting and Extending SEN Students' Learning

- Support students' learning across the curriculum, tailoring support to match learners' needs
- Support students in learning how to learn and to develop their thinking skills, study skills and personal organisation
- Support students to become independent, cooperative and collaborative learners
- Support students' access to learning through the effective use of ICT
- Support individualised learning programmes for students including withdrawal from lessons.
- Contribute to assessing students' progress, and support them in reviewing their own learning
- Identify and remove barriers to students' learning and make reasonable adjustments
- Adapt and customise curriculum materials
- Support teacher planning where possible by meeting with them to discuss student needs and appropriate provision

Meeting Students' Wider Wellbeing Needs

- Support the behaviour, emotional wellbeing and mental health of a diversity of SEN students
- Enhance SEN students' social and personal development
- Contribute to the management of SEN students' behaviour
- Support the delivery of additional interventions and care programmes for improving students' well-being
- Support students with SEN and/or disabilities to access extra-curricular activities
- Support students in recording work in an appropriate way
- Support students in keeping on task and building resilience and motivation

Providing Pastoral Support

- Promote SEN students' resilience
- Safeguard the welfare of SEN students
- Support the transition and transfer of SEN students from KS2/3 and KS4/5
- Act as a 'champion' and advocate for students with SEN and disability

Supporting the Wider Work of the School

- Comply with school policies and procedures related to child protection and safeguarding, health and safety, equal opportunities, whistle blowing and confidentiality
- Contribute to the school's improvement planning and self-evaluation processes, through monitoring the impact of additional interventions and in-class support
- Support teachers in the administration of examinations and tests
- To act as scribe, amanuensis and invigilator for external examinations under the direction of the SENCo and Senior Examinations & Data Administrator.
- Contribute to maintaining student records
- Assist teachers with the display of students' work and achievements
- Support the running of lunchtime and after school clubs for students including homework club
- Escort and supervise SEN students on educational visits and out-of-school activities
- Contribute to, and support, the review of EHC Plans including the writing of aspects of the report
- To undertake appropriate medical training as required

Working with Colleagues

- Support and maintain collaborative, productive working relationships with school staff and professionals from external agencies
- Contribute to, and support, the work of other supporting adults in school
- Liaise with students, their parents/carers, teachers and practitioners from external agencies, to support students' learning and well-being
- Take responsibility in developing your own continuing professional development
- Undertake any other duties commensurate with the post, as allocated by the headteacher.