

## Job Description

<b>Post Title:</b>	<b>LEARNING SUPPORT ASSISTANT</b>

<b>Responsible to:</b>	Special Educational Needs and Disabilities Coordinator
<b>Liaising with:</b>	Teaching staff, non-teaching staff, SLT, students, Governors and other stakeholders.
<b>Working Time:</b>	32.5 hours per week, 39 weeks per year
<b>Salary/Grade</b>	
<b>Disclosure Level:</b>	Enhanced

1.	<p><b>Job Purpose:</b> To work with individual or groups of students with special or particular needs, in accordance with the students' statements, to positively impact progress and outcomes. To provide support to the SENDCo across a range of student-centred activities to promote learning and development.</p>
2.	<p><b>Main duties and responsibilities:</b></p> <ul style="list-style-type: none"> <li>• To work 1:1 or in small groups with designated SEND students, and to accommodate their particular needs as outline within their statement, student profile, and/or EHC plan.</li> <li>• To apply the Academy's policies and procedures in relation to safeguarding, child protection, and behaviour management</li> <li>• To assist with the planning and preparation of learning activities, and in the delivery of local and national initiatives e.g. literacy and numeracy strategy</li> <li>• To assist with developing an understanding of learning needs of students and the use of this knowledge to support them to become independent learners in the classroom.</li> <li>• To consider students' learning needs and ensure their access to the lesson and its content through appropriate clarification, explanations and use of equipment and materials.</li> <li>• To participate in the preparation of the classroom.</li> <li>• To assist in reinforcing specific targets to address individual learning needs within the classroom setting.</li> <li>• To assist in providing useful learning strategies in order to develop a range of literacy and numeracy skills.</li> <li>• To promote the inclusion and acceptance of all students.</li> <li>• To assist with monitoring students' responses to learning activities and progress towards targets, record achievement and to feedback to teachers as</li> </ul>

	<p>required.</p> <ul style="list-style-type: none"> <li>• To encourage students to learn independently</li> <li>• To assist students to interact with others, and to engage in activities which are led by the teacher</li> <li>• To support the teacher in managing student behaviour, reporting as and when appropriate in line with the Respect for Learning Policy</li> <li>• To undertake student record keeping as directed</li> <li>• To accompany teaching staff and students, as appropriate, on visits and trips</li> <li>• To participate in training and other learning activities as and when required</li> <li>• To assist in promoting development and learning (physical, emotional, educational, social), to assist in fostering growth, self-esteem and independence and assisting in observing and recording development:</li> <li>• To be available for the supervision and monitoring of students at specific duties including; break, lunchtime duties and before and after school duties.</li> <li>• To assist in carrying out reasonable daily personal care and hygiene duties</li> </ul>
3.	<p><b>Management of People</b> None</p>
4.	<p><b>Contacts and relationships</b> The post holder will have daily contact with students, the Sendco, classroom teachers, SLT, and other stakeholders.</p>
5.	<p><b>Decisions, Creativity and Innovation</b> The postholder will work within clearly defined policies and procedures and must act at all times in accordance with these. The postholder will be required to be creative when planning activities. Any consequences of the postholder's actions should be easily identified and rectified.</p>
7.	<p><b>Work Environment</b></p> <ul style="list-style-type: none"> <li>a) <b>Work Demands</b> – Work should be largely planned and although not subject to frequent interruptions, the postholder will be required to be flexible in moving between tasks or students.</li> <li>b) <b>Physical Demands</b> –Limited. Classroom based. Postholders may face reasonable physical demands when dealing with students with physical disabilities.</li> <li>c) <b>Working Conditions</b> –Based in a well lit and ventilated environment.</li> <li>d) <b>Work Context</b> – May occasionally be subject to aggressive behaviour from students</li> </ul>

The duties and responsibilities in this job description are not exhaustive. The postholder may be required to undertake other duties from time-to-time within the general scope of the post. There may be occasions where the working day will need to be extended or evening meetings will need to be attended.

**All school staff have a responsibility to safeguard and promote the welfare of children and young people within the school.**