



## Job Description

### Learning Support Assistant

30 hours per week, term time only

(Temporary position until 18<sup>th</sup> July 2023, due to funding )

<b>Reporting to:</b>	Headteacher, Senior Leadership Team, SENCO and Class Teacher as appropriate.
<b>Purpose:</b>	To guide and support individuals or small groups of pupils with Special Educational Needs Disabilities (SEND) through the academic, personal and behavioural elements of school life.
<b>Areas of Responsibility:</b>	<p><b>Supporting pupils:</b></p> <ul style="list-style-type: none"> <li>• To develop a knowledge of a range of learning support needs and to develop an understanding of the specific needs of the students to be supported</li> <li>• Considering the learning support involved, to aid the students to learn as effectively as possible both in group situations and on her own by, for example:             <ul style="list-style-type: none"> <li>- Clarifying and explaining instructions</li> <li>- Ensuring the child can use equipment and materials provided</li> <li>- Motivating and encouraging the child as required</li> </ul> </li> <li>• Assisting in weaker areas, e.g. language, behaviours, reading, spelling, handwriting/ presentation</li> <li>• Helping pupils to concentrate on and finish work set</li> <li>• Meeting physical needs as required whilst encouraging independence</li> <li>• Liaising with class teacher and SENCO about individual plans</li> <li>• Developing appropriate resources to support the students</li> <li>• To establish a supportive relationship with the students concerned</li> <li>• To encourage acceptance and inclusion of the child with special needs</li> <li>• To develop methods of promoting/reinforcing the child's self-esteem</li> </ul> <p><b>Supporting Teachers:</b></p> <ul style="list-style-type: none"> <li>• To assist, with the class teacher (and other professionals as appropriate), in the development of a suitable programme of support for students who need it</li> <li>• In conjunction with the class teacher and/ or other professionals to monitor and record the student's progress</li> </ul>

	<ul style="list-style-type: none"> <li>• To contribute to the maintenance of student's progress records</li> <li>• To participate in the evaluation of the support programme</li> <li>• To provide regular feedback about the student to the teacher</li> </ul> <p><b>Supporting School:</b></p> <ul style="list-style-type: none"> <li>• To play a full part in the life of the school community, to support and contribute to its Catholic mission and ethos and to encourage and ensure staff and students follow this example</li> <li>• To foster links between home and school</li> <li>• To contact parents regarding attendance</li> <li>• To ensure the schools teams are fully appraised of the learning support provided for individual students</li> <li>• To liaise, advise and consult with other members of the team supporting the student</li> <li>• Support the use of ICT in learning activities and develop pupils' competence and independence in its use</li> <li>• To contribute to reviews of students' progress, as appropriate</li> <li>• To attend relevant in-service training</li> <li>• Actively promote, comply and adhere to all school policies</li> <li>• Demonstrate willingness to support new initiatives within the school</li> <li>• Undertake exam invigilation when required or acting as a reader, scribe or providing other exam support to pupils as directed</li> <li>• Support other Learning Support Assistants as required</li> <li>• To respect the confidential nature of the work being undertaken and any knowledge about individual student's personal and educational circumstances</li> <li>• Participate fully in training, learning development and the school's performance management system for support staff</li> </ul> <p><b>Supporting Curriculum</b></p> <ul style="list-style-type: none"> <li>• To develop an awareness of the requirements of the national curriculum</li> <li>• To support specific aims in lessons as planned and directed by the teacher</li> <li>• To develop awareness of the aims of the literacy and numeracy strategies relevant to the classes supported</li> <li>• To run and monitor literacy and numeracy interventions</li> <li>• To develop awareness of curriculum targets and support the work done in moving towards them</li> </ul>
<b>Supervision:</b>	To work under the supervision of the classroom teacher, taking large or small groups as appropriate.

<b>Working Time:</b>	30 hours per week, term time only. Attendance at Inset days when relevant to the role.
<b>Salary/Grade:</b>	NJC Scale 2, SCP 3-4 £18,562-£18,933 full time equivalent
<b>Disclosure level:</b>	Enhanced
Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.	

This job description is current at the date shown, but, in consultation with you, may be changed by the Head Teacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signature of post holder: \_\_\_\_\_

Date: \_\_\_\_\_