

## **JOB DESCRIPTION**

<b>Title of Post:</b>	Learning Support Assistant
<b>Accountable to:</b>	Head Teacher & SLT, SENCo, Director of Resources, Class Teachers
<b>Working Hours:</b>	20 hours per week – term time only. Half an hour unpaid lunch
<b>Reports to:</b>	SENCo

### **Job Purpose:**

To implement specific work programmes under the guidance of teaching/senior staff. To maintain a safe and secure learning environment for all. To use detailed and specialist knowledge to assist teaching staff in all stages of teaching. To work with individual pupils or SEN pupils on a one to one basis. To supervise pupils outside the classroom and assist them during exam periods responding to questions and ensuring they continue with their tasks.

### **Professional Relationships**

Learning Support Assistants will be under the line management of SENCo and will liaise with the following:

- Student Progress Managers & Support Managers
- Literacy/Numeracy Co-ordinator
- Heads of Department and Subject Staff where assistance is designated

### **Key Tasks**

Learning Support Assistants will be required to perform a number of tasks, chiefly involving support in the classroom.

These will include:

- Support the School Policy for Special Educational Needs
- Relate to and understand the support required for children with Special Educational Needs;
- Understand adverse behaviours on a basic level and support the emotional needs of the student;
- Support individuals and small groups of students with literacy and numeracy skills;
- Remove select students from lessons and deliver a reading programme;
- Demonstrate flexibility within the role;
- Use initiative in planning and delivering support to students;
- Monitor individual student targets to ensure progress is being made;
- Use firm, but fair discipline when required;
- Recognise and support students who may be having academic, or social difficulties and highlight this to the SENCo;

- Demonstrate very good organisational skills;
- Use computer software effectively to support students;
- Support the use of Learning Support Programmes for example by monitoring interviews and having conversations about attendance.
- Be relied upon to carry out set tasks by the SENCO effectively;
- Demonstrate willingness to support new initiatives within the school;
- Work in a team to support the requirements of the school;
- Work collaboratively with the classroom teacher.
- Duties to include lunch time supervision
- Undertake exam invigilation when required or acting as a reader, scribe or providing other exam support to pupils as directed

**Qualifications required for this position of Learning Support Assistant**

- At least 5 GCSE's, Grade A - C or the equivalent, including Maths, English and Science.
- NVQ level 2 (equivalent) or above in child development related activity

**Welfare and other duties**

1. Keep up to date with school and National Curriculum documentation.
2. Promote positive values, attitudes and appropriate behaviour.
3. Support other Learning Support Assistants as required.
4. Promote and implement the school's equal opportunities policies in all aspects of employment and service delivery.
5. Comply with all school policies and procedures as directed by the Governing Body
6. Participate fully in training, learning development and the school's performance management system for support staff.
7. Contribute to the distinctive Catholic ethos of the school, as laid down in its Mission Statement in all areas of contact and responsibility, in relationships with staff and pupils

**ADDENDUM**

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once every two years and it may be subject to modification or amendment at any time after consultation with the holder of the post.

Job description accepted by the job holder

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Date:.....