

Job Description

Job Title	Learning Support Assistant/Technician
Accountable to	SENCO
Salary	£12,672 – 13,428 per annum
Hours	37.5 hours a week, 39 weeks a year
Key Duties and Responsibilities	<ul style="list-style-type: none"> • Provide support for pupils with SEND on a 1:1 basis or in small groups. • Prepare and/or modify resources to support pupils with SEND in accessing the curriculum. • Develop, prepare and/or modify materials for pupils in tactile, Braille, Moon and large print using technical equipment as appropriate. • Develop knowledge of the particular needs of pupils with SEND and seek advice from the SENCO and class teacher as required. • Provide positive reinforcements, praise and rewards to pupils with SEND. • Be patient, flexible and innovative in supporting the needs of pupils with SEND. • Facilitate inclusion in small group activities with peers and support interaction between them. • Maintain accurate records of pupils with SEND. • Work effectively with other adults in the Academy and wider community. • Respect and maintain confidentiality but adhere to the safeguarding protocols of information sharing where necessary. • Attend in service training and relevant meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs. • Maintain up-to-date background knowledge about children supported. • Assist with the general maintenance of specialist equipment, contacting suppliers and manufacturers as appropriate. • Contact outside support agencies as appropriate. • Undertake administrative duties as appropriate, including the maintenance of pupil records recognising that these will be referred to for reviews. • Supply and maintain records of specialist equipment on loan from the Visual Impairment Advisory Service with due regard to safety issues. • Distribute relevant information to parents, pupils, staff and outside agencies.
Qualifications and Skills	<ul style="list-style-type: none"> • Have a GCSE (minimum grade C or Level 4), 'O' Level (Pass) or equivalent qualification in Mathematics and English (essential). • A strong working knowledge of common office software (Microsoft Word, PowerPoint, Excel, Publisher (essential).

	<ul style="list-style-type: none"> • Experience with specific equipment to support visually-impaired pupils including a Braille and Zychem machines (desirable). • Have experience of working with pupils with SEND in a secondary school setting (desirable). • Have knowledge and understanding of the different social, cultural and physical needs of pupils with SEND (desirable). • Have training in aspects of SEND e.g. ELSA, dyslexia, visual impairment, auditory impairment, physical difficulties(desirable). • The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.
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