



## **Job Outline**

### **LEARNING SUPPORT ASSISTANT**

**Responsible to:** SENDCo  
**Salary Grade:** Scale 3  
**Full time/Part time:** Part time (32½ hours across 5 days per week)

### **Job Purpose**

- Working with individuals or small groups of children in collaboration with teaching staff
- Proactively supporting students with activities designed to enhance numeracy and literacy
- Supporting SEN students in gaining the ability to utilise IT in the classroom
- Promoting positive behaviour, raising esteem and encouraging an aspirational culture
- Working with SEN students to foster their development as independent learners
- Further duties to be tailored to need, relating to applicant skill-set and direction of Headteacher

### **Key Responsibilities**

**Supporting students with SEN, Disabilities, More Able Registers, PPG or students who are not making the expected levels of progress.**

To aid the student(s) to learn as effectively as possible and to reach their full potential in whole class, group or individual situations:

- Using questioning to ensure students have understood instructions as to what they have to do, what they will learn and what outcome is expected of them by the end of the lesson.
- Ensuring the student is able to use equipment and materials provided.
- Motivating and encouraging the student.
- Assisting in areas of weakness by:
  - Making notes for the student when lessons missed or as the teacher is giving instructions, to be used in the work that follows.
  - Acting as scribe.
  - Reading textbook sections and questions.
  - Developing reading skills through the paired reading scheme.
  - Helping students correct their work.
  - Enhancing key cognitive weaknesses by running small group / individual interventions.
  - Supporting student's understanding of homework tasks
- Assisting students to remain on task and complete work – focusing on quality of work complete rather than quantity.
- Using questioning and feedback to develop student's skills, knowledge and understanding.
- Meeting the physical needs of students.
- Developing an understanding of individual student needs and methods of working.
- Assisting in planning and differentiation by offering suggestions or producing worksheets/resources to meet student needs.
- Encouraging independence.
- Communicating with the class teacher any student difficulties so the class teacher can address these in future lessons.
- Clarify with students what the next steps in learning will be.

To establish a supportive relationship with the student(s) concerned.

To encourage acceptance and inclusion of all students within the school community.

### **Supporting the Learning Support Team**

- Participate in evaluation of the support programme
- Administration of student reviews
- Ensuring needs of new students are circulated to relevant staff
- Any other duties assigned by the SENDCo

### **Supporting the School**

- Contribute to reviews of the students' progress
- To attend relevant in-service training
- To be aware of school procedures

### **Safeguarding**

- Demonstrate a commitment to keeping children and young people safe
- Report any disclosure made to you to the appropriate person
- Report any safeguarding concerns in the workplace to the appropriate person
- Maintain an awareness of the Trust policies in relation to safeguarding

The Sigma Trust is committed to safeguarding and protecting the children and young people that we work with. As such, all posts are subject to safer recruitment process, including the disclosure of criminal records and vetting checks. We ensure that we have a range of policies in place which promote safeguarding and safer working practice across our schools.

### **General**

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure all duties and services provided are in accordance with the trust's Equal Opportunities Policy

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task needing to be undertaken may not be identified.

The post-holder will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description.

This job description may be amended at any time following discussion with the Headteacher and/or CEO, and will be reviewed annually.