

JOB DESCRIPTION



School: The FitzWimarc School

Post: Learning Support Assistant

Responsible to: Senior LSA; SENCo

Scale: Scale 4 points 6-7

Post Holder:

Purpose of the job:

To work in partnership with the classroom teachers to support the provision of learning in line with the national curriculum, codes of practice and school policies and procedures. To provide particular and skilled support to students with learning, behavioural, communication, social, sensory or physical difficulties, as identified. Ensure the personal and welfare needs of specified pupils are met.

MAIN DUTIES AS LEARNING SUPPORT ASSISTANT

- To promote learning of identified students across the curriculum by providing challenge, support and encouraging the development of independent learning.
- To liaise with each subject teacher to clarify support within their lesson.
- To support students in the development of literacy and numeracy skills
- To be fully aware of contribute to, update and help to implement, all Student Passports relating to specifically supported students.
- To support where appropriate, students with physical disabilities to access the curriculum and building.
- Support pupils that have personal care needs including help with social, welfare, care and health matters including toileting, dressing, feeding and mobility.
- Carry out specific additional duties for individual students as directed by suitably qualified staff
- To offer advice to staff on the special needs of individual students.
- To read through materials with students who experience difficulty with reading, checking understanding and developing vocabulary.
- To assist with recording of information for students who experience difficulty with written language.
- To photocopy, enlarge and word-process resources as appropriate, making them accessible to identified students.
- To ensure that homework set is understood and recorded in the Pupil Organiser.
- To attend and assist on school trips as appropriate.
- To be aware of and sensitive to the health and social problems of, students and the confidentiality thereof.
- To provide information to staff concerning the progress of identified students and be available for consultation.
- To keep regular records of work and progress undertaken with students.
- To monitor and evaluate the progress of identified students.
- To work collaboratively with colleagues sharing and disseminating effective practice and knowledge of students.
- To be a resource for all students.
- To be aware in advance of schemes of work and resources to be used.
- To assist in preparing work for identified students.
- To test students for reading and spelling ability.

- To assist with administrative tasks required within the SEN department.
- To undertake training commensurate to the post.
- To assist with the invigilation of both public and internal examinations
- To prepare resources, deliver and evaluate small group work on specific areas of need over a number of weeks or months according to need.
- To provide specific, individualised support of a specialist nature to individuals or targeted small groups as required over a number of weeks.
- To mentor individual pupils and design relevant activities and resources to meet their individual needs and follow up with relevant staff or procedures issues arising within the school communication policies.
- To hold regular keyworker meetings and liaise with teaching staff as required.
- To hold half termly meetings with designated PPG pupils and complete relevant paperwork.
- To analyse pupil data for individuals and meet with them to discuss ways forward, track progress and liaise with staff as required to enable the pupil to maximise progress.
- To supervise vulnerable pupils through lunch /extra-curricular clubs to allow all pupils to be included in school life.
- Provide written feedback on the progress of EHCP pupils for annual reviews.
- Attend annual reviews for keyworker pupils as required.

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 that all duties and services provided are in accordance with the School's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment
- Respect confidentiality at all times
- 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

NOTES

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

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

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing.

Agreed by.....(Postholder)

And(Headteacher)

Date