



Gosfield School

Job Description: Learning Support Assistant

Line Manager: SEN Co-ordinator

Responsibilities:

- To support SEN students when working either alone or as part of a group
- To support the class/subject teacher in meeting the individual needs of the students in the class
- To plan and carry out 1:1 sessions with SEN students
- To attend meetings and reviews with parents and external agencies as required and provide relevant up to date information
- To be aware of the alternative approaches and ways of working with students which can enhance their achievements
- To be aware of and support the implementations of a student's profile page
- To keep written records where appropriate, of important information about students which can be shared with others
- To respond appropriately to activities and situations within the classroom
- To develop a working relationship with individual teachers in order to enhance the learning environment
- To monitor and review progress with SEN teaching staff
- To ensure all health & safety requirements are being adhered to
- To support the administration of diagnostic testing procedures
- To teach individual students following their profile pages and assessments
- To carry out exam invigilation and access arrangements as required
- To attend and participate in departmental and whole school meetings as appropriate
- To participate in the PDR scheme and attend external courses for continued professional development

Note: The duties and responsibilities of this post may vary from time to time according to the changing needs of the school. The Principal reserves the right to review and amend the job description.

June 2021