



# PHILIP MORANT

SCHOOL & COLLEGE

## Job Description

POST TITLE: LEARNING SUPPORT ASSISTANT

BASED AT: The Philip Morant School and College

SALARY SCALE:

HOURS:

LINE MANAGER:

LIAISON WITH: SENCo

MAIN JOB PURPOSE SENCo, other classroom based support staff, teachers, students and parents/carers

**MAIN DUTIES:** To work in partnership with all school staff and other professionals to support student learning in line with the National Curriculum, Code of Practice and School Policies and Procedures.

The school has enhanced provisions for hearing and visually impaired students and all LSAs work with these students, we would welcome Braille or BSL qualifications and experience to help support these students but this is not essential.

1. Complete Student Information Sheets (One Plans) with students and parents.
2. To be a Key Worker – supporting identified students in all areas of SEND.
3. Support students with activities which support literacy and numeracy skills.
4. Understand specific learning needs and styles and provide differentiated support to students individually and within a group.
5. Establish positive relationships with students.
6. Develop student's ability and capacity for independent learning (including study skills).
7. Be involved in planning, organising and implementing withdrawal interventions.
8. Raise concerns of SEND students and record concerns and discuss with a team in panels.
9. Contribute to reviews of students on Education, Health Care plans and production of relevant reports and records.
10. Implement planned learning activities/teaching programmes liaising with the teacher, adjusting activities according to students' responses as appropriate.
11. Work with individuals or small groups in accordance with the classroom agreement.
12. Promote positive student behaviour in line with school policies and help keep students on task.
13. Support the use of ICT in the classroom and develop students' competence and independence in its use.
14. Assist with supporting students on educational visits.
15. Understand and apply school policies in relation to health, safety and welfare.
16. Attend relevant school meetings and training.
17. Respect confidentiality in accordance with school policy including the Safeguarding Policy.
18. Follow the guidelines on 'Safeguarding Children' published by the DfE and within the scope of these guidelines accept responsibility for promoting and safeguarding the welfare of children and young people.
19. Comply with individual responsibilities in accordance with the role, for Health and Safety in the workplace.
20. Carry out any reasonable tasks that may be required by the school.