



## Job Outline

### Learning Support Assistant

<b>Responsible to:</b>	Inclusion Manager/SENCO
<b>Salary Grade:</b>	Band 2 Whole Range
<b>Full time/Part time:</b>	Part time, 27.5 Hours per week, 39 weeks per year (38 weeks' term time and 1 week non pupil days).

### Job Purpose

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.

### Key Responsibilities

- Support students with activities which support literacy and numeracy skills
- Understand specific learning needs and styles and provide differentiated support to students individually and within a group
- Establish positive relationships with students supported.
- Develop student's ability and capacity for independent learning (including study skills)
- To be involved in planning, organizing and implementing withdrawal L.E.P's (if appropriate).
- To record progress made on a daily basis by completing a college log and distributing this to relevant staff.
- Contribute to reviews of students on Education, Health Care plans and production of relevant reports and records
- Implement planned learning activities/teaching programmes liaising with the teacher, adjusting activities according to students' responses as appropriate
- Work with individuals or small groups in accordance with the classroom agreement
- Promote positive student behaviour in line with school policies and help keep students on task
- Support the use of ICT in the classroom and develop students' competence and independence in its use
- Assist with supporting students on educational visits
- Understand and apply school policies in relation to health, safety and welfare
- Attend relevant school meetings and training
- Respect confidentiality in accordance with school policy including the Safeguarding Policy
- 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.
- Comply with individual responsibilities in accordance with the role, for Health and Safety in the workplace.
- Carry out any reasonable tasks that may be required by the school

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Area Manager to carry out appropriate duties within the context of the job, skills and grade.

#### **General**

- 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 support the learning culture and ethos of the school.
- 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

The Board of Trustees are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

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 postholder 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 will be reviewed annually.