



# The King Edmund School

A Business & Enterprise and Applied Learning Academy

**Address** Vaughan Close, Rochford, Essex SS4 1TL  
**Email** adminoffice@kes.essex.sch.uk  
**Telephone** 01702 545771  
**Facsimile** 01702 549662  
**Headteacher** Jonathan Osborn, BSc (Hons)

## JOB DESCRIPTION

<b>Job Title</b>	Learning Support Assistant (Level 1)
<b>Reports to</b>	SENDCo
<b>Job Purpose</b>	To work under the direct instruction of teaching staff, usually in the classroom with the teacher, to provide general support to the teacher in the care of students and management of the classroom.
<b>Duties</b>	<p><b>Support to Students</b></p> <ul style="list-style-type: none"> <li>• Ensure students can access the curriculum</li> <li>• Support recording within lessons, if required to support learning or complete assessments</li> <li>• Establish positive relationships with student and monitor well being</li> <li>• Undertake individualised programmes, with guidance from SENDCo</li> <li>• Undertake small group work, outside the classroom, under the direction of the SENDCo</li> </ul> <p><b>Support to the Teacher</b></p> <ul style="list-style-type: none"> <li>• Provide structured support for learning in accordance with SOWs/lesson plans</li> <li>• Actively monitor and support the learning and progress of all SEND students in the class</li> <li>• Support the development and implementation of targets for individuals/groups of students</li> <li>• Assist in promoting positive student behaviour, following the school's B4L guidance</li> <li>• Participate in planning and evaluating learning through feedback/liaison with the teacher</li> </ul> <p><b>Support to the Curriculum</b></p> <ul style="list-style-type: none"> <li>• To provide support in literacy / numeracy / social and emotional / other SEND strategies</li> <li>• Support the use of ICT in learning activities and develop students' competence and independence in its use</li> </ul> <p><b>Support to the Learning Support Faculty</b></p> <ul style="list-style-type: none"> <li>• Monitor and keep accurate records of support provided to facilitate feedback</li> <li>• Assist with the development, implementation and evaluation of student targets</li> <li>• Assist with escorting students on educational visits</li> <li>• Manage and monitor a specific intervention</li> </ul>

	<p><b>Support to the School (This list is not exhaustive and should reflect the ethos of the school)</b></p> <ul style="list-style-type: none"> <li>• Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person, as per the Governing Body’s safeguarding policy.</li> <li>• Ensure all students have equal access to opportunities to learn and develop.</li> <li>• Contribute to the overall ethos/work/aims of the school.</li> <li>• Attend relevant meetings as required.</li> <li>• Participate in training and other learning activities and performance development as required.</li> </ul>
<p><b>General</b></p>	<ul style="list-style-type: none"> <li>• At all times to carry out the duties in accordance with school-based policies and Health and Safety procedures.</li> <li>• Such other duties relating to the use of the premises as may be necessary from time to time in accordance with established local practice or within the reasonable requirements of the Headteacher and Governing Body.</li> <li>• The duties may be varied by the Headteacher and/or Governing Body to meet changed circumstances in a manner compatible with the post held.</li> <li>• 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.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace.</li> <li>• Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy</li> </ul> <p>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.</p>

*The duties attached for this post may be varied from time to time at the discretion of the Headteacher in accordance with the needs of the school, and after consultation with the post holder. The content of this job description will be reviewed on an annual basis in line with the School’s performance review policy.*

Post Holder signature ..... Date .....

Post Holder name (in capitals)..... Date.....

Headteacher signature ..... Date .....

*Please return a signed copy of your job description to the Headteacher for retaining in your personal file.*