



## **Job Outline**

### **Learning Support Assistant**

<b>Responsible to:</b>	SENCO
<b>Salary Grade:</b>	Band 2 to Midpoint /£17,007 to £17,681
<b>Full time/Part time:</b>	Part time, 28.75 Hours per week, 39 weeks per year (38 weeks' term time plus 1 week non pupil days).

### **Job Purpose**

To work in partnership with class teachers to support learning in line with the national curriculum, The SEN Code of Practice (2015) and the Professional Standards of Teaching Assistants (2016) in addition to school policies and procedures.

### **Key Responsibilities**

- Work with individuals or small groups of children under the direction of teaching staff and or SENCO to plan and deliver wave 1, 2 and 3 interventions that have measurable impact for the specific needs of the student.
- Establish positive relationships with students and staff.
- Be a key worker for SEN pupils.
- Support students with activities which support literacy and numeracy skills e.g. Toe by Toe.
- Support the use of ICT in the classroom and develop students' competence and independence in its use e.g. Read Write Gold, Clicker 7, Numeracy Workout.
- Implement planned learning activities/teaching programmes as agreed with the teacher, adjusting activities according to students' responses as appropriate on a 1-2-1, small group and or in the class setting.
- Update and refer to provision map ensuring relevant provisions are reviewed, data recorded, documents uploaded and kept up to date.
- Promote positive student behaviour in line with school policies and help keep students on task.
- Interact with, and support students, according to individual educational needs using the MITA framework and principles of growth mind-set.
- Promote the inclusion and acceptance of students with special needs within the classroom ensuring access to lessons and their content through appropriate clarification, explanation and resources
- Participate in planning and evaluation of learning activities with the teacher, providing feedback to the teacher on student progress and behaviour. Make possible more ambitious learning activities and help implement lesson plans.
- Monitor and record student activities as appropriate writing records and reports as required
- Undertake termly review of One Page Profiles and One Plans with accompanying person centred planning e.g. strategy sheets, emotional regulation scale.

- Evidence the assess plan do review model of child centred approaches
- Attend and contribute to annual reviews where appropriate.
- Liaise with outside agencies where appropriate e.g. specialist teacher team, physiotherapist, Primary Care Trust.
- Attend to students' personal needs including help with social, welfare, physical and health matters, including minor first aid
- Foster the participation of students in the social and academic processes of the school
- Develop students' social skills
- Identify and report early signs of bullying and disruptive behaviour
- Enable students to become more independent learners
- Show interest in students to raise their self-esteem
- Model positive behaviour
- Help raise the standards of achievement of all students
- Be involved at whole class level in supporting students as the needs arise
- Undertake training if required
- Undertake examination invigilation and or enable access arrangements if required for e.g. reader and or scribe.

The duties above are neither exclusive nor exhaustive and the post holder may be required 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.