



JOB DESCRIPTION

Title of Post: Learning Support Assistant – The Gilbert School
Responsible to: SENCO
Band: Scale 2 - 4
Hours: 30.83 hours per week, between 8:40 and 15:20.
39 weeks (term time + 5 Inset days)

Purpose of Job: To work as part of the Learning Support Team to deliver a range of specialist interventions that address the specific and general learning difficulties of students. To support students in the classroom by consolidating and helping to transfer skills developed via interventions. To support students learning in line with the national curriculum, codes of practice and school policies and procedures.

Job Description: **Core Tasks**

To work with individuals or small groups of students in the classroom to support the delivery of Quality First Teaching.

To work with individuals or small groups of students delivering a range of specific, published learning interventions that develop students independent learning skills under the direction of the Learning Support Management Team

To use dedicated time to prepare resources for timetabled interventions

To monitor the entrance/exit attainment and progress of students requiring specific interventions using assessment tools and report to the SENCO/Assistant SENCO

To attend relevant school/department meetings. (Remuneration/TOIL arrangements to be implemented where these fall outside of contracted hours).

Liaise with teaching and other support staff to provide information to the SENCO/Assistant SENCO about students as appropriate.

To undertake relevant internal/external continual professional development training as required to deliver new interventions and other training as determined by the needs of the school

To support the Learning Support Management Team with basic administration duties as required to fulfil other areas of this job description effectively.

To support the Learning Support Management Team with the SEN Annual Reviews through the collection and supply of information and occasionally through attendance at meetings in an informative capacity. (Remuneration/TOIL arrangements to be implemented where these fall outside of contracted hours).

To support the Learning Support Management Team with Primary School Transition including occasional visits to Primary Schools where necessary.

To supervise students for limited and specified periods including break-times and lunchtimes via a rota system.

To assist the SENCO with whole school SEN targeted testing including reading tests, spelling tests and CAT tests.

Other duties

- To take small groups or classes when required by the Headteacher
- To support the work of the Examinations Officer with the delivery of exam access arrangements
- To take responsibility for the preparation, maintenance and control of stocks of materials and resources
- Working with individuals or groups of students delivering interventions when necessary
- Promote the inclusion and acceptance of students with special needs within the classroom
- Write reports and records as required
- To attend to students personal needs including help with social, welfare and health matters

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