



## BORDEN GRAMMAR SCHOOL

Job Description

LEARNING SUPPORT ASSISTANT

**STRIVING FORWARD TOGETHER**

<b>PAY RANGE</b>	KR4
<b>RESPONSIBLE TO</b>	SENDCo
<b>POST HOLDER</b>	

### **Purpose of the Job:**

The post holder will work under the guidance of the SENCo to provide support for teaching and learning in accordance with school policies and procedures. This will include providing 1:1 support within whole class learning activities, alongside the provision of individual or small group interventions. In exceptional circumstances, they may be used for cover purposes.

### **Outline of Main Duties:**

- Understand complex individual behavioural needs, to provide learning support for pupils in class or in 1:1 situations. Develop knowledge of the particular needs of pupils and seek advice from the SENCo/teacher and outside agencies as required.
- Implement structured and specialist learning activities individually or in groups, under the direction of the class teacher/SENCo and be able to evaluate their effectiveness and measure pupil progress. Includes differentiating and adapting learning programmes and resources to suit the needs of allocated pupils and target setting to promote intellectual, physical and emotional development.
- Implement actions on provision plans and assist in target setting, monitoring and review to support students academically and outside the classroom environment in order to promote intellectual, physical, social, emotional and spiritual development; reporting to the SENCo/relevant members of staff.

- Provide feedback to pupils in relation to their progress and achievement in order for pupils to realise their full potential.
- Support the SENCo/class teacher in monitoring, assessing, recording and reporting the development, attainment and progress of students; keeping accurate records, completing documentation/administrative tasks, attending and contributing to meetings/reviews.
- Assist in managing classroom activities safely ensuring that the physical learning space and the resources in it are conducive to pupil learning. Includes student support during PE lessons. Includes invigilation if required.
- Promote high expectations of student behaviour, dealing promptly with conflict and incidents in line with established policies, behaviour support plans and risk assessments. Encourage pupils to take full responsibility for their own behaviour in order to maintain required standards of discipline and pupils' wellbeing, health and safety.
- Support students identified by teachers/SENCo/Head of Year/Leadership Group with emotional or behavioural difficulties and assist with the provision of pastoral care to promote positive behaviour patterns, raise self-esteem and improve independent working. Assist with supervision during unstructured times, to facilitate the provision of a student support network.
- Provide clerical/admin support and undertake basic record keeping in respect of pupil learning, behaviour management, child protection etc as directed in order to support the SENCo and other Specialists. Includes adapting resources as required and preparing and maintaining stocks of resources for specific students as highlighted by the SENCo.
- Attend relevant in-school and professionals' meetings alongside the SENCo, in order to report on student progress and attainment.
- Undertake training and other learning activities and attend relevant meetings (within contracted hours) as required to ensure own continuing professional development and to contribute to the overall aims and development plans of the school. Includes other reasonable duties as required by the SENCo or Headteacher from time to time.
- Maintain high standards of safety and observe good practice in relation to Health and Safety issues.
- Escort and supervise students during off-site activities, such as educational trips, as directed by the SENCo.

### **Person Specification: Learning Support Assistant**

- The post-holder should have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly. Includes the ability to establish and maintain relationships with families, carers, staff and pupils.
- They should have good influencing skills to encourage pupils to interact with others and be socially responsible.
- It is the duty of the postholder to act in a non-prejudicial and non-discriminatory manner towards all pupils and employees, irrespective of age, disability, gender, gender identity, race, religion or belief and sexual orientation. The postholder should also counteract any prejudicial or discriminatory practice or behaviour by challenging and reporting it.
- It is the duty of the postholder to report to the Designated Child Protection Officer any concerns relating to child protection issues, including any disclosures made by pupils.

### **Necessary Experience:**

- Good standard of general education together with good numeracy and literacy skills.
- Successful relevant experience of working with children with ADHD, ASD anxiety and emotional dysregulation is preferred but not essential.
- Have confidence in implementing and reviewing 1:1 and small group interventions, such as for social communication, anger management, emotional regulation, sensory programmes and literacy interventions.
- Have excellent interpersonal skills with young people, staff and parents/carers.
- Can contribute to a hard working committed team.
- Have good working knowledge of relevant policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality

This job description describes in general terms, the normal duties which the post holder will be expected to undertake. However, the job description or the duties contained therein may vary from time to time without changing the level of responsibility appropriate to the grade of post. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

*January 2024*