

**Job description – Learning Support Assistant/Teaching Assistant – NJC Scale 1, Point 1 £20,506 (£14,814 Pro-rated) Term Time Only plus 5 x training days, from 31.25 Hours per week (hours could be flexible for the right candidate)**

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<p><b>Summary of the role:</b></p>	<p>To provide support of students with Special Educational Needs and help raise educational achievement</p>
<p><b>Line management responsibility for</b></p>	<p>N/A</p>
<p><b>Main duties and responsibilities:</b></p>	<ul style="list-style-type: none"> <li>• Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> <li>• To work under the direction of the AVP Inclusion (SENCo) to support children with identified needs in their educational and social / behavioural development. This work may involve working with individuals, a small group of children or the whole class.</li> <li>• To liaise with teachers regarding planning and differentiation of work for students with SEND.</li> <li>• To Support the provision plans of students with EHCP's, in particular those students with High Needs Funding.</li> <li>• To facilitate students' access to the curriculum by clarifying and explaining tasks and instructions, developing understanding through questioning, providing differentiated resources, helping with personal organisation and planning of work whilst also encouraging independent learning skills.</li> <li>• To promote positive standards of behaviour – e.g. by keeping students on task, developing positive relationships, modelling good behaviour, supporting school behaviour policy.</li> <li>• Under direction, support the implementation and delivery of specific programmes e.g. speech and language, physiotherapy, occupational therapy etc.</li> <li>• Under direction, deliver interventions to support student progress e.g. reading, comprehension, spelling, handwriting groups etc.</li> <li>• To undertake support activities outside of lessons e.g. break/lunch time supervision as required.</li> <li>• To accompany students on off-site activities and external provisions e.g. school trips, placements.</li> <li>• To provide additional support for students who have alternative access arrangements including acting as invigilator, scribe, reader etc. for internal and external exams.</li> <li>• Actively promote all aspects of the school's SEND provision in a positive way.</li> <li>• To carry out other duties reasonably deemed to be within the responsibility as requested by the Principal.</li> </ul>

<b>Line management duties and responsibilities</b>	<ul style="list-style-type: none"> <li>• Not applicable to this role</li> </ul>
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You may also be required to undertake such other comparable duties as the Head requires from time to time.

<b>Person specification</b>			
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	<b>Essential</b>	<b>Desirable</b>	<b>Method of assessment</b>
<b>Relevant Experience</b>	<ul style="list-style-type: none"> <li>• Previous experience of working with young people</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of supporting those with specific learning difficulties</li> </ul>	Application form
<b>Qualifications</b> (Education/Training)	<ul style="list-style-type: none"> <li>• GCSE Maths and English at Grade C/4 or equivalent</li> <li>• Or equivalent experience</li> </ul>	<ul style="list-style-type: none"> <li>• Good standard of education to at least level 3 (A Level) standard</li> </ul>	Production of the Applicant's certificates Discussion at interview Application form
<b>Job Related Knowledge &amp; Skills</b>	<ul style="list-style-type: none"> <li>• Ability to prioritise work</li> <li>• Ability to manage time effectively</li> <li>• Ability to maintain confidentiality in all school matters</li> </ul>	<ul style="list-style-type: none"> <li>• An understanding of the needs of SEND students</li> <li>• Willingness to take personal responsibility for further training and development</li> </ul>	Contents of the application form Interview Professional references
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Ability to communicate with a wide range of people.</li> <li>• Ability to work effectively supported by a member of the school team and to work as part of a team</li> <li>• Be flexible to changing demands of the post.</li> </ul>	<ul style="list-style-type: none"> <li>• Ability to act on own Initiative and to work without close supervision</li> </ul>	Contents of the application form Interview Professional references
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• An understanding of and commitment to equality of opportunity.</li> </ul>		Contents of the application form Interview Professional references
<b>Additional Factors</b>	<ul style="list-style-type: none"> <li>• Committed to safeguarding and promoting the welfare of children and young people</li> </ul>		Contents of the application form Interview Professional references

	<ul style="list-style-type: none"><li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li></ul>		
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