

**Brockhill Park Performing Arts College**  
Sandling Road  
Saltwood Hythe,  
Kent. CT21 4HL

# **Specialist Learning Support Assistant**

**with a Focus on ADHD**

**October/November 2023 start**



# Job Title: Specialist Learning Support Assistant

## Focus on ADHD

Reports to: Class Teacher Section:

Grade: BPS .15 depending upon experience

### 1. PURPOSE OF JOB

Support the class teacher in the teaching and welfare of children to ensure they attain the targets set under their individual educational programmes.

### 2. PRINCIPAL ACCOUNTABILITIES

Duties and Responsibilities

- Plan, prepare and deliver learning to individuals, small groups and/or classes modifying and adapting activities to advance pupils' learning as necessary within agreed systems of supervision;
- Be aware of and work within school policies and procedures;
- Assess, record and report on development, progress and attainment and use this knowledge and understanding to extend and challenge pupil's learning;
- Work collaboratively with staff and other relevant professionals and provide information about pupils as appropriate;
- Assess the needs of pupils and use detailed knowledge and specialist skills to support and advance pupils' learning;
- Plan and implement strategies to support pupils in their social development and their emotional well-being, dealing with and following the school's policy on reporting problems as necessary;
- Provide support to pupils in more specialist areas of learning;
- Establish and maintain relationships with parents, carers and other professionals, e.g. speech therapists;
- Develop and implement Support plans for pupils including Education Health Care Plans and IEP's. Including attendance at, and contribution to, reviews if necessary;
- Support the role of parents / carers in pupils' learning and contribute to meetings with parents / carers to provide constructive feedback and specialist advice/knowledge e.g. pupil progress/achievement;
- Assist with the supervision of pupils out of lesson times, including before school, breaktime and lunchtime.
- Take responsibility for pupils on visits, trips and out of school activities as required;
- Manage the work and development of other classroom support staff where appropriate;
- Maintain a clean, safe and tidy learning environment;
- Be responsible for pupils who are not working to the normal timetable;
- Utilise advanced levels of knowledge and skills when assisting the teacher with planning, monitoring, assessing and managing classes
- Ensure the learning environment is presentable, informative and inspirational to students with SEND.

### **3. NECESSARY EXPERIENCE**

- Good standard of general education together with good numeracy and literature skills.
- Previous experience of working with children from 11 to 18 years
- Use basic technology (computer, video, photocopier)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Have the ability to relate well to children and adults, understanding their needs and being able to respond accordingly.
- Good influencing skills to encourage pupils to interact with others and be socially responsible.

### **4. DESIRABLE EXPERIENCE**

- Dyslexia training
- Experience of working with and supporting 6th Form students with their GCSE's and A Level work

### **5. SCOPE FOR IMPACT**

- Support staff in schools make a strong contribution to pupils' learning and achievement. Teaching Assistants provide support to teachers and schools allowing qualified teachers to make even more effective use of their time, professional knowledge, skills and understanding. TAs contribute to pupils' learning and will have a significant impact on pupils' achievement.

### **6. JOB CONTEXT**

- TAs will be expected to work effectively with individual pupils and/or small groups under the direction and supervision of a class teacher. They will contribute to, and need to demonstrate skills in, planning, monitoring, assessment and class management. TAs would also be expected to work as part of the school team and contribute to plans to ensure the school meets its aims.
- The post holder must work within the relevant policies, codes of practice and legislation reporting any concerns to the relevant person.
- The post holder must have good communications skills to be able to inform, persuade and inspire.