



Job Description

Learning Support Assistant

Post Held	Learning Support Assistant
Key Purpose	To support students with an identified Special Educational Need or Disability and ensure that all barriers to learning are minimised.
Reporting to	SENCo
Specific Duties	Key Tasks <ul style="list-style-type: none">➤ To support students with a special educational need in appropriate areas of the curriculum, individually or in small groups under the guidance of the SENCo.➤ To deliver mentoring, intervention or learning support to students during mentor time➤ To work closely with the classroom teacher to ensure that in-class support is effective and impactful.➤ To keep a record the student's support and report on the development, progress and attainment of the student.➤ Where appropriate contribute to the development of differentiated materials that will support the learning of students.➤ To be pro-active in ensuring re deployment of support in cases where targeted students are absent➤ Where appropriate to work closely with a Head of Department to ensure that your knowledge of curriculum in a departmental area is developed, enabling you to support students more effectively➤ To supervise additional school sessions to fulfil contracted hours.➤ To attend meetings, training and development activities as required by the SENCo➤ To supervise SEND / Inclusion students who qualify for exam access arrangements in both internal and external exams.➤ To follow safeguarding procedures as outlined by the DSL.➤ To carry out any other tasks that the SENCo or Principal deem appropriate.
Contact Time	29 allocated sessions with students and 1 admin session per week
Leadership of People	
Pay Range	HBHS Band 3, £21,293 to £21,389 pro rata Term time plus 2 days 28 hours per week 8.50am-3.05pm Monday, Tuesday, Thursday & Friday 8.50am-2.45pm Wednesday
Reviewed	October 2023