The Norton Knatchbull School

Job Description

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|  **Job Holder:**  **Job Title: Learning Support Assistant/Counsellor**  **Salary: Kent Range**  **Responsible to: Inclusion Manager** **Contractual Hours: 35 hours. Term time only.** |

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| 1. **PURPOSE OF JOB**
* To provide counselling to students throughout the year groups
* To contribute to raising standards of student attainment, achievement and personal development by providing effective learning support to students with Additional Educational Needs
* To enhance the productive partnerships between teachers, students and the Additional Education Needs department
* To provide administrative support to the Inclusion Manager
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|  **2. PERSON SPECIFICATION:*** Is dynamic, professional, positive and resilient
* Has high expectations of both colleagues and students
* Has a capacity for sustained hard work
* Has strong organisational and interpersonal skills
* Is self-motivated and can act independently on own initiative
* Shows a passionate commitment to equality of opportunity for all students
* Has a clear understanding of accountability and line management
* Has a firm commitment to Continued Professional Development both for self and colleagues
* Has experience of liaising effectively with external bodies and a range of stakeholders
* Has the capacity, willingness and understanding to work with students with additional needs, for example, ASD, Dyslexia and mental health issues.
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| 1. **DIMENSIONS**

**No Budget****No Subordinates**This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.The post holder may be required to deal with a range of stake holders both internal and external and carry out any duties as required by the Headteacher and Governing Body.  |

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| 1. **PRINCIPAL ACCOUNTABILITIES:**
* Provide counselling support to students across all year groups
* Help with appropriate resources and records for students.
* Help with the care, welfare and support of students.
* Provide support for learning activities, both in and out of the classroom, under the direction of the classroom teacher and/or the Inclusion Manager.
* Provide effective support for colleagues.
* Accurately record pupil participation and progress.
* Keep abreast of current developments in Additional Educational Needs.
* Contribute to the management of pupil behaviour.
* Support the maintenance of pupil safety and security.
* Contribute to the safeguarding, health and wellbeing of pupils.
* To provide administrative and organisational support for the Inclusion Manager.
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| 1. **SCOPE FOR IMPACT:**

Students with Additional Educational Needs should be able to reach their potential, as indicated by their target grade, in line with other students. The role of Learning Support Assistants is to provide the support and encouragement to those students in order to enable this to happen. |

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| 1. **JOB CONTEXT:**

 **Supervise*** Additional Educational Needs students and other vulnerable students in the AEN area or in classes

 **Provide Training*** Use expertise on particular Additional Educational Needs to advise colleagues where appropriate

 **Provide Services*** Support specific students in a range of educational contexts in and out of school, including working with external agencies
* Provide counselling to students across all year groups
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|  **SAFEGUARDING**The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy. **HEALTH and SAFETY**To take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health& Safety Policy. |

Agreed By .................................................................................... Date....................................

Job Title

Agreed By ........................................................................................ Date.....................................

Headteacher