

Learning Support Assistant – Job Description – 2019+

Outline of Role:

To support individual and groups of students with SEND with their progress, academic and social.

Salary

KR5

Line Managed by:

Lead Teacher for SRP or SENDCo

Key Leadership Outcomes:

Development of teaching and learning standards

- To promote the school's aim to develop students who are open and independent learners, through supporting individuals and groups of students with SEND and advising/supporting teachers with strategies for such students.

Staff development

- To advise, support and work with teaching staff, in providing differentiated support for students on the SEND register.
- To attend training courses as appropriate and to share relevant information with other team members.

Whole school responsibility

- Support identified students in developing better working practices, study skills and social communication strategies:
 - To be an advocate for students on the SEND register by supporting them in class, working 1:1 or with small groups Help students develop learning techniques to help them make academic progress
 - To oversee the provision of individual support for students on the SEND register, especially those with an EHCP, as directed by SENDCo.
 - To monitor SEND students progress: attendance; sanctions and rewards; academic progress; attitude; effort; social interaction and general level of well-being.
 - Communicate regularly with HoHs and FTs of students receiving support.
 - To develop an awareness of any problems in social interaction between students and their peers, so that they can be explored and resolved at an early stage.
 - To promote good study habits among SEND students including time-keeping, organisation and independent study.
- Support the SLT in seeking to improve outcomes across the school:
 - Advise departments and/or individual teachers on queries regarding the learning strategies to employ for individual students receiving support.
 - To maintain the provision of student support as a 'safe haven' for vulnerable students as well as ensuring a productive working environment.
- To support effective collaboration between staff, students, parents and outside agencies:
 - Attend LIFT meetings in conjunction with SENDCo when asked to do so.
 - To attend regular team meetings for discussions and planning.
 - To assist with Annual Review meetings for students with an EHCP.
 - To contribute to, participate in and occasionally lead, intervention meetings liaising, if appropriate, with outside agencies and parents.
 - To ensure that parents are kept informed of interventions, in conjunction with SENDCo.
 - To record on SIMS actions, events and communication concerning SEN students.

Future Challenges:

- To support the development of monitoring and intervention of SEND students' progress.
- To embed the characteristics of Student Vision in the students with SEND.

Personal Attributes

- An inclusive approach to education in a selective system
- Optimism
- Humour
- Loyalty (in public), Challenge (in private)
- Strong organisational skills, including the use of ICT both inside and outside the classroom.
- Ambition
- Self-control
- Initiative

Knowledge, Skills and Experience:

- Experience in pastoral care.
- Experience in working with individual or groups of vulnerable students.
- High-level skills in communication.
- Model commitment to self-development.
- The ability to stay calm under pressure and manage conflict.
- Be comfortable in the company of young people; familiarity with an educational environment.
- Be able to work as part of a team.
- Confidence in working with high achieving students.
- Experience and/or understanding of SEND including ASD

Notes

- 1 The responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- 2 This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out, and no part of it may be so construed.
- 3 This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.