



JOB DESCRIPTION

JOB TITLE: LEARNING SUPPORT ASSISTANT

RESPONSIBLE TO: SENCO

JOB SUMMARY: To work under the SENCO and the Learning Support Interventions Leader

To assist and support the work of Teachers and Advisors in meeting the needs of all students and especially those with identified additional educational needs.

MAIN ACTIVITIES:

- To support all students in all areas of the curriculum, paying particular attention to those with Education and Health Care Plans, under the guidance of the teacher and / or SENCO
- To liaise with teachers and/or SENCO in preparation for teaching and learning
- To prepare differentiated resources and materials to support the inclusion and learning of students with AEN
- To maintain records of support of individual students through tracking sheets and SIMS
- Where appropriate, to assist in the physical, emotional and well being of the pupils
- To attend departmental meetings, staff meetings, participate in training and development activities as required
- To perform other duties as the SENCO or Head of School or Executive Principal may require.

JOB RELATED SKILLS

- Good verbal and written communication skills
- Ability to meet deadlines
- Ability to carry out instructions
- To respect confidentiality
- Willingness to reflect on practice and to develop new skills

PERSONAL QUALITIES

- A cheerful and positive outlook
- Patience
- Ability to remain calm
- Ability to behave in a consistent way in order to give clear messages to the students
- Ability to work as part of a team
- Ability to establish positive working relationships with adults and students

This job description describes in general terms the normal duties which the post holder will be expected to undertake. However, the job description or the duties therein may vary or be amended from time to time without changing the level of responsibility associated with the post.