

## **JOB DESCRIPTION**

### **Learning Support Assistant** (job share)

Oakwood Scheme 5

Accountable to SENCO

- In collaboration with the SENCO, deliver a programme of face-to-face intervention with small groups of students including:
  - Handwriting support
  - EAL literacy support
  - Social skills support
  - Communication support
  - Scheduling support (6<sup>th</sup> Form)
  - Organisation support
  - Other 1:1/small group support as necessary
- Carry out classroom observations to identify student need.
- Send therapist review forms after each 6 week rotation of student support sessions.
- With the Learning Support Manager and intern, go through all new student files as they arrive for Year 7 transition and upload all relevant reports/diagnoses and pass all safeguarding information to Safeguarding Lead.
- Student file scrutiny as required by Learning Support Manager.
- Provide Time Out Cards to students as requested by Learning Support Manager and maintain accurate up to date list of all Time Out Card holders on all databases.
- Provide fidget/tangle toys to students as requested by Learning Support Manager and maintain accurate up to date list of all fidget/tangle toy users on all databases.
- Provide lunch/library passes to students as requested by Learning Support Manager.
- Provide other administrative assistance as requested by Learning Support Manager.