

Job Title *Learning Support Assistant*

Responsible to *Senior Leadership Team, Headteacher*

Key Internal Contacts *Other staff within the education team*
Staff in other departments within the Centre
Staff in other Centres in the Region
Regional Office Staff

Key External Contacts *Student relatives, advocates, and others*
Placing Authorities and Service Providers
Registration, Regulatory and Inspection bodies
Local Services – Statutory, Voluntary and Community Neighbours

JOB PURPOSE

- To work as a Learning Support Assistant, providing support to the teachers and pupils.

KEY TASK AREAS & RESPONSIBILITIES

In addition to agreed responsibilities of Learning Support Assistants and any reasonable direction from the Headteacher or member of the Senior Leadership Team, the Learning Support Assistant will be required:

- To work with individual and small groups of children on educational activities.
- To assist teachers in developing and implementing individual educational programmes.
- To support individual and small groups of children across a broad and balanced curriculum.
- To prepare materials and equipment.
- To occasionally transport children home and on educational visits, etc.

Job Activities

- To work with individual and small groups of children in conjunction with the subject teacher.
- To record relevant educational, social and behavioural information within an agreed framework.
- To implement agreed individual educational/behavioural programmes.
- To promote the social and emotional development of pupils through positive approaches that will encourage appropriate relationships and the development of self-esteem.
- To accompany class groups on external educational visits.
- To assist subject teacher in group and individual behavioural management, within the agreed school framework.
- To assist in classroom organisation and display work.

- To contribute to pupils' annual review reports and progress files.
- To attend staff meetings and contribute constructively on specific issues to encourage the development of agreed whole school policies and procedures.
- To attend briefings and staff meetings
- To participate in In-Service Training including CPI and Staff Development Programmes.
- To eat with the children at lunch time, encouraging appropriate behaviour, social skills and positive interactions.
- To supervise pupils at all times.

Accountability

As a member of staff at the school you will:

- fulfil all aspects of the main tasks identified on your job description
- fulfil all aspects of the job activities identified on your job description
- fulfil the following generic aspects:
 - conduct yourself in a professional manner
 - adhere to the school dress code
 - complete paperwork as and when required

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.

PERSON SPECIFICATION

Experience	Essential	Desirable
Previous experience of working with young people, preferably in an educational setting		✓
Experience with children with SEND – ASC or SEMH		✓
Skills	Essential	Desirable
Ability to work as part of a team	✓	
Flexible approach to working	✓	
Ability to build relationships with students	✓	
Negotiation Skills	✓	
Resilience	✓	
Ability to work on own initiative	✓	
Ability to prioritise tasks	✓	
Qualifications & Training	Essential	Desirable
GCSEs in Maths and English, grade C or above	✓	
Basic computer literacy skills	✓	
Qualification related to Child or Social Care		✓
Other	Essential	Desirable
High expectations of others	✓	
Willing to undertake training	✓	