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<b>JOB TITLE:</b>	<b>Learning Support Assistant</b>
<b>HOURS:</b>	<b>34 hours per week/39 weeks per year</b>
<b>RESPONSIBLE TO:</b>	<b>SENCo</b>
<b>GRADE:</b>	<b>Single Status Grade 3</b>

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### RESPONSIBLE FOR:

1. Providing support for students' needs predominantly in an individual or small-group intervention setting.
2. Providing appropriate care to students in connection with the SEND or medical needs.
3. Monitoring the progress of students who are receiving intervention support and tracking of their progress.
4. Operating professionally as part of the Learning Support Team, led by the SENCo/Learning Support Co-ordinator and carrying out all duties in accordance with the framework of statutory obligations.
5. Assisting in the creation and development of suitable programmes of support.
6. Providing direct input to students as directed, to support their access to learning.
7. Participating in the evaluation of the learning support programme.
8. Providing regular feedback about the students to school-based staff.
9. Liaising with parents/carers and other school staff as appropriate.

### MAIN TASKS:

*Support for our students who are vulnerable to underachievement may include **any combination** of the following.*

- One-to-one and small-group targeted support with students identified for additional intervention.
- Monitoring and recording progress for students in respect of their intervention.
- In-class support, helping students to interpret tasks and assisting as required by teaching staff.
- Mentoring/coaching individual students and building positive relations in order to address behaviour / emotional / esteem needs.
- Help with general administration, filing, recording and documentation.
- Keeping records of individual students when targeted and providing feedback for annual reviews, PEPs and other appropriate professionals meeting.
- Assistance with off-site activities and school trips, when required.
- Providing exam access arrangements support in line with JCQ guidance.
- Liaising with and working collaboratively with ISEND services and external professionals.
- Supervision of students during some lunch and break times.

- Take account of the learning support required and provide appropriate advice or direct input to ensure the students can learn as effectively as possible both in group situations and on his/her own, for example:
  - Ensuring the student is able to use equipment and materials provided.
  - Motivating and encouraging the student as required.
  - Encouraging independence.
  - Liaising with SENCOs, class teachers and Learning Support colleagues about individual education plans and outcomes focused plans.
  - Developing appropriate resources for schools.
  - Establishing supportive relationships with the students concerned.
  - Ensuring that students are fully included and have access to learning alongside their peers.
  - Ensuring that students are provided with opportunities for meaningful social interaction with their peers and develop positive self-esteem.
  - Creating appropriate modified resources for students so that they can access the learning.

*Each year, the duties of Learning Support Assistants are reviewed by the SENCO according to the range of needs presented by the student cohort for the following year. This means that the role may change from year to year.*

Learning Support Assistants will be encouraged to attend appropriate training, whether in-house, run by external agencies or East Sussex County Council. We value the contribution of the Learning Support Assistants enormously; they are expected to take an active role in the Learning Support team. The Learning Support team meet weekly to discuss how best to meet the needs of the students in our care and they are involved in whole school activities and extra-curricular activities as appropriate.

**GENERAL:**

- Contributing to the overall ethos / work / aims of the school.
- Taking part in training activities offered to further professional knowledge and development.
- Carrying out the above duties in accordance with the School's Equal Opportunities policy
- All school-based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.
- The post holders should be aware of and comply with all school policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Performing such others tasks as my reasonably be required appropriate to the grading of the post.

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This job description sets out the duties of the post at the time it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post. The school reserves the right to change or update this job description after consultation with the job holder.

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**SIGNATURE OF JOB HOLDER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**SIGNATURE OF LINE MANAGER:** \_\_\_\_\_ **DATE:** \_\_\_\_\_



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**JOB TITLE: Learning Support Assistant**

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This person specification lists the qualifications, experience, knowledge, skills, abilities and personal qualities of the person required to undertake the post. It will be used by the school to assist in drawing up a shortlist of candidates for interview, and during the interview/selection process. Applicants should provide evidence to demonstrate their suitability for the position and how they meet the requirements of the person specification, in the application form and any supporting statement,

	Essential	Desirable
<b>Job Experience and knowledge</b>	<ul style="list-style-type: none"><li>• Good level of literacy and numeracy and ability to support students in these areas.</li><li>• Experience of working or participating in work focused training or similar delivery model.</li><li>• An understanding of child protection and its importance within the school.</li></ul>	<ul style="list-style-type: none"><li>• Experience of working within an educational setting.</li><li>• Experience of working with students with addition needs.</li><li>• Experience of working in an advisory / support capacity.</li><li>• Aspiration to hold a leadership responsibility with Learning Support for one or more cohorts of pupils with SEND.</li></ul>
<b>Skills / Abilities and Competencies</b>	<ul style="list-style-type: none"><li>• Patient and calm manner.</li><li>• Ability to deal with students who may be challenging and reluctant to engage.</li><li>• Good communication skills.</li><li>• Ability to work as part of a team.</li><li>• Ability to undertake administrative tasks.</li><li>• Flexible approach.</li></ul>	<ul style="list-style-type: none"><li>• Willingness to undertake relevant professional development.</li><li>• Use of initiative to support people in your care.</li><li>• The tenacity to ensure that the students progress.</li></ul>