



## JOB DESCRIPTION

<b>Job Title:</b>	<b>Learning Support Assistant (Maternity Contract for one year)</b>
<b>Responsible to:</b>	<b>SENCO</b>
<b>Grade:</b>	<b>Single Status Grade 3</b>
<b>Working arrangements:</b>	34 hours per week/39 weeks per year

### RESPONSIBLE FOR:

1. Providing support for pupils' needs predominantly, in an individual or small-group intervention setting.
2. Providing appropriate care to pupils in connection with the SEND and/or medical needs.
3. Monitoring the progress of pupils who are receiving intervention support and tracking of their progress.
4. Operating professionally as part of the Learning Support Team, led by the SENCO/Deputy SENCO 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 pupils as directed, to support their access to learning.
7. Participating in the evaluation of the learning support programme.
8. Providing regular feedback about the pupils to school-based staff.
9. Liaising with parents/carers and other school staff as appropriate.

### MAIN TASKS:

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

- One-to-one and small-group targeted support with pupils identified for additional intervention.
- Monitoring and recording progress for pupils in respect of their intervention.
- In-class support, helping pupils to interpret tasks and assisting as required by teaching staff.
- Mentoring/coaching individual pupils and building positive relations in order to address behaviour / emotional / esteem needs.
- Help with general administration, filing, recording and documentation.
- Keeping records of individual pupils 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 pupils during some lunch and break times.

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

*Each year, the duties of Learning Support Assistants are reviewed by the SENCO/Deputy SENCO according to the range of needs presented by the pupil 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 regularly to discuss how best to meet the needs of the pupils 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 other tasks as may reasonably be required appropriate to the grading of the post.

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.