Learning Support Assistant – Job Description

JOB TITLE: **Learning Support Assistant**

NJC SCALE RANGE: **Point 7-8 [Essex Scale 4]**

RESPONSIBLE TO: **SEND Co-ordinator**

Purpose:

To work under the instruction/guidance of the SENDCo and teaching staff, to undertake responsibilities, to enable access to learning for students and to assist the teacher in the management of students and the classroom. Work may be carried out in the classroom or outside the main teaching (not during lesson time).

Support for students

- Supervise and provide particular support for students, including those with special needs, ensuring their safety and access to learning activities;
- Assist with the development and implementation of Individual Education/Behaviour Plans and Personal Care programmes;
- Establish constructive relationships with students and interact with them according to individual needs;
- Promote the inclusion and acceptance of all students;
- Encourage students to interact with others and engage in activities led by the teacher;
- Set challenging and demanding expectations and promote self-esteem and independence;
- Provide feedback to students in relation to progress and achievement under guidance of the teacher.

Support for teacher

- Use strategies, in liaison with the teacher, to support students to achieve learning goals;
- Monitor students' responses to learning activities and accurately record achievement/progress as directed;
- Provide detailed and regular feedback to teachers on students' achievements, progress, problems, etc.
- Promote good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage students to take responsibility for their own behaviour.

Support for the curriculum

- Undertake structured and agreed learning activities/teaching programmes, adjusting activities according to student responses;
- Prepare, maintain and use equipment/resources required to meet the lesson plans/relevant learning activity and assist students in their use.

Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Be aware of, and support, difference and ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Attend and participate relevant meetings as required.
- Participate in training and other learning activities as required.
- Assist with the supervision of students out of lessons times, including before and after school as required.
- Accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- Work with other professionals supporting the student in implementing and evaluating an agreed programme of support.
- Be committed and contribute to improving standards for students.
- To cover for other colleagues when they are absent and move between classes and students as required
- Be committed to safeguarding and promoting the welfare of children and young people.
- To respect confidentiality at all times.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager.
- To comply with individual responsibilities, in accordance with the role, for Health & Safety in the workplace.
- Ensure that all duties and services provided are in accordance with the school's Equalities policies.
- Adhere to professional business standards of dress, courtesy and efficiency, in line with the ethos of the school

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.

Notes:

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of the Conditions of Employment
- The job description allocates duties and responsibilities but does not direct the amount of time to be spent carrying them out
- This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification or amendment at any time after consultation with the post holder

Signed	
Post holder:	**Line Manager:**
Name in capitals:	**Name in capitals:**
Date:	**Date:**

Learning Support Assistant - Person Specification

Qualifications and experience	Essential	Desirable
GCSE – 'C' minimum (or equivalent) in English and Mathematics.	✓	
Skills qualification to Level 2 or 3		✓
Evidence of commitment to own professional development	✓	
Experience of working with students across the secondary age range	✓	
High quality ICT skills	✓	
Skills & Abilities		
Ability to prioritise tasks	✓	
Ability to deal with challenging behaviour	✓	
Ability to act on own initiative	✓	
Ability to speak with confidence in a variety of contexts	✓	
Ability to motivate and encourage students	✓	
Ability to observe and monitor progress	✓	
Ability to maintain accurate records	✓	
Commitment to equal opportunities	✓	
Ability to communicate orally and in writing with both internal and external agencies	✓	
Understanding of the processes of self-evaluation in relation to school improvement		✓
Knowledge and understanding of strategies for raising the personal and academic achievement of all students		✓
Knowledge and understanding of the use of assessment for learning		✓
Knowledge and understanding of new technologies and their use and impact to support learning		✓
Knowledge and understanding of the collection and use of data to support		✓
Personal Qualities		
Stamina, energy, resilience and sense of humour	✓	
Calm and patient	✓	
Team player	✓	
Flexible	✓	
General		
Awareness of and promotion of equality.	✓	
Good understanding of Health & Safety.	✓	
Good understanding and effective implementation of Child Protection procedures.	✓	
Understand and comply with procedures and legislation relating to confidentiality.	✓	