



# Learning Support Assistant

<b>Reports To</b>	SENCO
<b>Role Purpose</b>	To work as part of a team to assist in the supporting and including of students with learning difficulties/disabilities in mainstream school life.
<b>Role Requirements</b>	<ul style="list-style-type: none"> <li>• Develop an understanding of the special educational needs of the student/s concerned;</li> <li>• To take into account the student/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials;</li> <li>• To build and maintain successful relationships with student, treat them consistently, with respect and consideration;</li> <li>• To help promote independent learning;</li> <li>• To help reinforce learning;</li> <li>• To assist students with physical needs;</li> <li>• To help students record work in an appropriate way;</li> <li>• To develop organisational skills;</li> <li>• To help keep the students on task and to build motivation;</li> <li>• To model good practice;</li> <li>• To help build the student/s' confidence and enhance self-esteem.</li> </ul> <p><b>While working with the teacher the Learning Support Assistant will be expected to;</b></p> <ul style="list-style-type: none"> <li>• have formal and informal meetings with teachers to contribute to planning lessons/activities;</li> <li>• prepare materials and resources;</li> <li>• prepare students beforehand for a task;</li> <li>• work on differentiated activities with identified groups;</li> <li>• support the teacher in implementing specific teaching programmes;</li> <li>• supervise practical tasks;</li> <li>• carry out structured classroom assessment/observation and feedback outcomes;</li> <li>• be involved in keeping records and evaluating identified students' progress.</li> <li>• Undertake other duties as requested to meet the needs of the school</li> </ul> <p><b>General Duties</b></p> <ul style="list-style-type: none"> <li>• Be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions. Co-operate with the employer on all issues to do with health, safety &amp; welfare.</li> <li>• Support the school's implementation of all other current statutory requirements</li> </ul> <p><b>Continuing Professional Development – Personal</b></p> <ul style="list-style-type: none"> <li>• Actively pursue own personal development and take full advantage of training provided.</li> <li>• Maintain a professional portfolio of evidence to support the Appraisal process - evaluating and improving own practice.</li> <li>• Participate in new initiatives and future changes in service delivery improvements to support the objectives of the school.</li> <li>• Undertake such duties as may be considered appropriate in line with the needs of the school.</li> </ul>

<b>Skills and Experience</b>	<b>Essential Criteria</b> <ul style="list-style-type: none"> <li>• A positive interest in working with young people;</li> <li>• Ability to get the best out of young people;</li> <li>• A sense of humour;</li> <li>• Adaptability; ability to use own initiative,</li> <li>• Ability to work alone and as part of a team;</li> <li>• Ability to build good working relationships with a range of colleagues;</li> <li>• A clear communicator;</li> <li>• Ability to work calmly and with patience;</li> <li>• Flexibility and a can do attitude;</li> <li>• Interest in ICT.</li> <li>• Demonstrate a willingness to take responsibility for continued professional development</li> </ul> <b>Desirable Criteria</b> <ul style="list-style-type: none"> <li>• Relevant work experience in a similar environment</li> </ul>
<b>Qualifications and Training</b>	<b>Essential Criteria</b> <ul style="list-style-type: none"> <li>• A good level of general education including GCSE (grade A-C) or equivalent, in maths and English</li> </ul>
<b>Hours</b>	Part time/Term Time only 25.75 hours pe week (40 weeks per year). Daily working hours are 8.55-3.05 Monday, Thursday and Friday and 9.10 – 15.05 Tuesday and Wednesday.
<b>Salary</b>	Band C £14,899-£15,525 (£24,405-£25,430 FTE)
<b>Contract</b>	Permanent
<b>Additional Information</b>	This job description is not necessarily a comprehensive definition of the post. It 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 and the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.