

## **JOB DESCRIPTION**

**Post:** Learning support assistant

**Responsible to:** SENCO

**Job Role:** To support the teaching staff in the education, care and welfare of pupils in the school.

### **Main Duties**

The post holder will be required:

1. Assist the teacher in charge and other teachers as appropriate in delivering the curriculum to pupils including help with planning group and individualised work programmes and reviewing work activities.
2. Actively support pupil's learning during lessons and interventions
3. Work with individual or a small group of pupils as directed by the SENCo.
4. Assist the teachers with the activities of the pupils in mainstream classes as appropriate and contribute to assessment and record keeping.
5. Record observations on pupil progress and behaviour.
6. Attend and contribute to regular planned department meetings, staff meetings and in-service sessions for whole school activities.
7. In consultation with the SENCo, meet with parents and staff from other agencies to discuss the progress of particular pupils.
8. Assist the SENCo and teacher in the emotional care needed for pupils.
9. Participate in the school's appraisal system.
10. Carry out any other duties commensurate with the level of responsibility of the post.
11. Become a key worker for a pupil(s) to support them with their transition and management of the school day

### **Additional Duties**

To carry out any additional responsibilities as may be reasonably required by the Executive Headteacher within the purview of the post.

Individuals have a responsibility to promote and safeguard the welfare of children and young person's that they are responsible for, or come into contact with.

## PERSON SPECIFICATION

### Essential

- A good standard of education.
- Ability to work successfully with secondary age pupils with special educational needs.
- Willingness to train in current educational approaches available to pupils with an autistic spectrum disorder and other linked difficulties such as ADHD.
- Ability to work with pupils on a one to one basis and in small group situations.
- Ability to accept responsibility for supervising pupils at break and lunchtimes and on other occasions.
- Good inter personal and communication skills.
- Ability to work as part of a team.
- Patience, calm and a sense of humour.
- Good organisational skills.

### Desirable

- A understanding of the processes involved in supporting pupils with special educational needs including the observation and recording and an ability to contribute to discussion.