

**JOB DESCRIPTION**

**Job title:** Learning Support Assistant

**Reports to:** Assistant Headteacher: SENCo/SEND Learning Manager/Class teachers

**Contract Type:** Full-time, Term-time only, Permanent

**Location:** The Hertfordshire & Essex High School

**Date:**  March 2025

**Main Purpose of the Role**

Under the direction of the Headteacher and appropriate line manager, support and assist the staff and school with the educational, physical and social needs of students.

To provide support to teachers in the management of students learning.

To care for named students with complex needs. The post holder will be working to provide as much inclusion for the individual as possible.

**Duties and Responsibilities**

**Students**

* To establish and maintain constructive relationships with all students, providing a positive role model
* Provide feedback to students/staff and parents as necessary
* Promote inclusion and access
* Encourage independence and inclusion in learning
* Keep records as directed
* Supervise and provide individual support for students with identified SEN
* Use ICT for learning activities and support pupils to develop competence and independence in the use of ICT
* To be aware of the health and safety aspects of the role
* Develop knowledge and understanding of a range of learning needs
* Assist with development and implementation of IPMs (Individual Provision Maps)

***In addition to the above, Hay 3 responsibilities include:***

* To assist with the delivery of the curriculum working with individual children or small groups.
* Alongside the class teacher and SENCo, to support with the planning, delivery and assessment of individualised curriculums.
* To take on the role of key worker for named SEND students, supporting their daily access to education.

***In addition to the above, Hay 4 responsibilities include:***

* To use specialised curricular knowledge or experience to support pupils’ learning, actively leading and coaching the delivery of this practice with others.
* Administer and assess routine tests and specialist assessments.
* Undertake routine marking of pupil’s work

**Classroom**

* Develop an understanding and knowledge of the curriculum
* Provide regular feedback to teacher regarding pupil achievement, progress and difficulties
* Support staff in the adaptation of provision and resources that support inclusive practice
* Where possible, be involved in planning for pupils to support achievement
* To attend meetings as arranged
* To assist in the preparation of displays and project work.

***In addition to the above, Hay 3 responsibilities include:***

* To plan and deliver individual or small group interventions with the support and guidance of the SEND leadership team.
* To provide emergency whole-class cover if needed

***In addition to the above, Hay 4 responsibilities include:***

* To lead on providing individual or small group teaching as directed by the class teacher/ SENCo; this may include a degree of planning and assessment of activities during classroom lessons.

**School**

* To be aware of school procedures and policies
* To liaise regularly with SEND Learning manager, SENCo and Assistant Head (Inclusion)
* To attend in-service training including CPD days as arranged
* Work with staff to establish and maintain classroom expectations and safety

***In addition to the above, Hay 3 responsibilities include:***

* To support and facilitate break time and lunch time supervision of students where required

***In addition to the above, Hay 4 responsibilities include:***

* Where required, to cover areas of the SEND administration and for short periods of time the learning manager role.

**Standards**

* Set a good example in terms of punctuality and attendance
* Recognise our statutory responsibilities to students with SEN/diverse learning needs
* Disseminate good SEN practice across the school
* Undertake other duties from time to time as directed by the SEND Learning Manager, Assistant Head: Inclusion.

**PERSON SPECIFICATION**

**Qualifications**

* Numeracy and literacy skills equivalent to NVQ Level 3 or GCSE grade 5 in English and Maths

**Experience**

* Experience working with and supporting young people
* Experience of working with children with SEND/EAL of the relevant age is preferred (but not essential)
* (Desirable) Training / Qualifications / Experience in supporting students with Autism Spectrum Condition (ASC)

**Skills and Abilities**

* Understanding of the curricular requirements of the school, including statutory requirements (Hay 3 & 4)
* Ability to work on own initiative and be proactive in the management of students
* Ability to make effective use of modern technology to support teaching and learning
* Ability to work with minimum supervision and within a team
* Ability to manage students in a classroom setting
* Effective communication skills
* Highly organised and calm under pressure with a ‘can-do’ approach
* Sensitive, caring and responsive to the needs of young people
* Discretion, tact, sensitivity and diplomacy

**Other Requirements**

* A commitment to safeguarding children
* A commitment to the school’s mission and vision
* Strives for the highest possible standards at all times
* Resilient and positive and willing to go the extra mile
* A willingness to make a positive contribution to the school community

This job description is not intended to be a comprehensive definition of a post. It may be subject to modification or amendment, in consultation with the post holder, to meet the changing needs of the school.