

THE SELE SCHOOL



JOB DESCRIPTION

Job Title: Learning Support Assistant
Grade: H2
Hours: 31.5 (part time/flexible hours considered for the right candidate)
Working Weeks: 39 (38 working weeks – Term Time + 5 inset days)
Responsible to: SENCO

Job Purpose

The correct candidate for this job will be prepared to work both one to one and in small group settings (directed by teaching staff) to support the development of our students who struggle to access the curriculum into confident learners for life.

Core work

Support for Pupils

- Support pupils consistently whilst recognising and responding to their individual needs.
- Support the SENCO in the development, implementation and monitoring of Assess, Plan, Do, Review educational planning for identified pupils.
- Working with the SENCO and Class Teachers to deliver targeted intervention work for identified pupils to cover literacy, numeracy and social skills
- Encourage pupils to interact and work co-operatively with others and engage all pupils in activities.
- Promote independence and employ strategies to recognise and reward achievement of self-reliance.
- Provide feedback to pupils in relation to progress and achievement.

Support for the Teacher

- To work with relevant subject staff to plan how best to support identified students in making progress. This will involve meeting with subject staff outside of lesson times so as to develop differentiated materials to be used in mainstream lessons
- To record progress and achievement in lessons and intervention groups and to be able to share this with subject teachers and SENCO.
- Work within The Sele School's established discipline policy to anticipate and manage behaviour constructively, promoting self-control and independence.

- To attend and contribute to EHCP Annual Reviews where necessary

Support for the Curriculum

- To help plan and deliver learning activities to pupils within agreed system of supervision, adjusting activities according to pupil responses/needs.
- Deliver small group interventions in particular those focussing on literacy, numeracy and social skills
- Use ICT effectively to support learning activities and develop pupils' competence and independence in its use.
- Advise on appropriate deployment and use of specialist aid/resources/equipment.

Support for the School

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting concerns to an appropriate person
- Be aware of and support differences and ensure all pupils have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the SENCO, to support achievement and progress for pupils.
- Recognise own strengths and areas of specialist expertise and use these to advise and support others.
- Contribute to the identification and execution of appropriate out of school learning activities which consolidate and extend work carried out in class.

Principal Contacts

- SENCO
- Class Teachers

Disclosure and Barring Service Disclosures

[insert standard text here]

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post 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