



JOB DESCRIPTION

LEARNING SUPPORT ASSISTANT

Job Holder:

Job Title: Learning Support Assistant

Salary: KR3

Responsible to: Inclusion Manager

Contractual Hours: 35 hours. Term Time Only. Temporary Position.

1. PURPOSE OF JOB:

- To contribute to raising standards of student attainment, achievement and personal development by providing effective learning support to students with Additional Educational Needs;
- To enhance the productive partnerships between teachers, students and the Additional Education Needs department;
- To provide administrative support to the Inclusion Manager.

2. PERSON SPECIFICATION:

- Is dynamic, professional, positive and resilient;
- Has high expectations of both colleagues and students;
- Has a capacity for sustained hard work;
- Has strong organisational and interpersonal skills;
- Is self-motivated and can act independently on own initiative;
- Shows a passionate commitment to equality of opportunity for all students;
- Has a clear understanding of accountability and line management;
- Has a firm commitment to Continued Professional Development both for self and colleagues;
- Has experience of liaising effectively with external bodies and a range of stakeholders.

3. DIMENSIONS:

No Budget.

No Subordinates.

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post. The post holder may be required to deal with a range of stakeholders both internal and external and carry out any duties as required by the Head teacher and Governing Body.

4. PRINCIPAL ACCOUNTABILITIES:

- Provide support for students in lessons to access learning activities;
- To provide appropriate resources for students;
- To support students to and from lessons;
- Help with the care, welfare and support of students;
- To provide administrative and organisational support for the Inclusion Manager;
- Provide effective support for colleagues;
- Accurately record pupil participation and progress;
- Keep abreast of current developments in Additional Educational Needs;
- Contribute to the management of pupil behaviour;
- Contribute to the safeguarding, health and wellbeing of pupils.

5. SCOPE FOR IMPACT:

Students with Additional Educational Needs should be able to reach their potential, as indicated by their target grade, in line with other students. The role of Learning Support Assistants is to provide the support and encouragement to those students in order to enable this to happen.

6. JOB CONTEXT:

Supervise

- Additional Educational Needs students and other vulnerable students in the AEN area or in classes

Provide Training

- Use expertise on particular Additional Educational Needs to advise colleagues where appropriate

Provide Services

- Support specific students in a range of educational contexts in and out of school, including working with external agencies

SAFEGUARDING

The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

CONFIDENTIALITY

All employees must maintain strict confidentiality regarding sensitive and confidential student and staff information.

HEALTH AND SAFETY

All employees must take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health & Safety Policy. Health & Safety training to be provided.

Agreed By: _____ Date: _____
Job Title

Agreed By: _____ Date: _____
Headteacher