



## **Learning Support Assistant Job Description**

### **Job Details:**

Title:	Learning Support Assistant
Reporting to:	Curriculum Leader of Learning Support (SENDCo)
Responsible to:	Principal
Hours:	36.25

### **Job Purpose:**

#### **To work with the Principal in achieving the School's mission, vision and modelling and supporting the School's values.**

To work under the instruction of teaching staff and SENDCo to undertake support and intervention programmes to enhance and support the learning experience of different groups of students. Intervention work may be carried out in the classroom or outside the main teaching area as deemed appropriate by the School's SENDCo

### **Support for Students:**

- **To promote the inclusion and acceptance of all groups of students.**
- To plan for and provide bespoke support for students, including those with special needs, ensuring their inclusion and access to all learning experiences designed to promote both academic achievement and personal development.
- To assist with the development, implementation and monitoring of Individual Learning Plans in consultation with students, their families and their teachers.
- To establish constructive and supportive relationships with students, and parents/carers which enable access and inclusion in all areas of the School experience .
- To work collaboratively with any external agencies to support and enable individual students and their families to succeed
- To encourage students to inclusively interact with others and engage in a wide range school both in and outside the classroom including, including extra curricular activities and form time events, such as interform.



- To set high expectations and promote self-esteem, independence and resilience.
- To provide meaningful and constructive feedback to students in relation to progress and achievement under the guidance of the classroom teacher.

#### **Support for Teachers:**

- To help to create and maintain a purposeful, orderly and supportive classroom environment
- To assist with the displays around the school which champion the contributions and work of students with SEND, and otherwise support them in their learning.
- To assist with the planning and assessment of high quality learning activities which enable students to achieve their learning goals and ambitions.
- To monitor Students' responses to learning activities and actively record and report on achievement/ progress as directed by the School's SENDCo.
- To collate and provide meaningful and timely feedback to the School's SENDCo on Students' achievement, progress, barriers to learning etc.
- To promote high standards of Student behaviour, dealing promptly with conflict and incidents in line with the School's Behaviour Policy and encourage Students to take full responsibility for their own behaviour and conduct.
- To administer routine tests, and invigilate exams and undertake in the marking of students' work under the direction of the classroom teacher.
- To provide administrative support as directed by the School's SENDCo to support Students' learning

#### **Support for the Curriculum:**

- To support the use of ICT in learning activities and develop students' competence and independence in its use.
- To prepare, maintain and use creative and innovative resources required to meet the needs of all learners.

#### **Support for the School:**

- To be aware of and support difference and ensure all students have equal access to opportunities to learn and develop.
- To contribute to the overall ethos/ work/ aims of the school.
- To appreciate and support the role of other professionals in the organisation.

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- To attend and participate in relevant meetings as required/ directed by the School's SENDco.
- To assist with the supervision of students out of lesson times, including before and after school and at lunchtime.
- To accompany teaching staff and students on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.
- The post holder will be expected to work flexibly and carry out all duties with regard to the School's policies and in compliance with the School's Equal Opportunities, Health and Safety and Code of Conduct procedures.
- To participate in a programme of professional development to ensure skills, knowledge and understanding are added to and kept up to date.
- To actively promote and safeguard the welfare of all children, that you are responsible for or come into contact with.

The School will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for job applicants, or continued employment for any employees, in accordance with our responsibilities under the Equality Act 2010.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Date: 13/11//2023

Name of post holder:

Signature of post holder: \_\_\_\_\_

Signature of Principal: \_\_\_\_\_

Date:

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