

Job Description

Post: Learning Support Assistant

Responsible to: Director of Inclusion and SENCO

Grade: Scale 3

Prime Objectives of the Post

To assist in the support and inclusion of students with special education needs within The Academy.

To support the whole Academy aim: to accelerate and raise literacy and numeracy standards for all children.

To address the needs of the student to help overcome barriers to learning, in order to achieve full potential.

To be responsible for delivering intervention including planning and preparing learning activities.

To assess and evaluate the impact and progress of intervention programmes for individual students.

Main Duties and Responsibilities

Supporting the student

1. To develop and maintain a range of learning support needs relevant to The Academy.
2. To model high standards of literacy and numeracy.
3. To aid the student to learn as effectively as possible both in group situations and individually, inside and outside of the classroom.
4. Assist with the development and implementation of individual education and care plans.
5. Attend to the student's personal needs, including social, health, hygiene, first-aid and welfare matters.
6. To establish a supportive relationship with the student concerned and establish acceptance and inclusion of the student in the classroom.
7. To manage the student as advised by the SENCO and class teacher.
8. To use methods of promoting/reinforcing the student's self esteem.
9. Assist the teacher(s) with the planning and delivery of individual educational care plans (or other student specific plans)

10. To escort and supervise the student where necessary including visits to places of interest.
11. Use specialist skills and training to support the student with cognition and learning difficulties.
12. To support working relationships with the student acting as role model and setting high expectations.
13. Promote positive values, attitudes and good student behaviour, dealing promptly with conflict and incidents in line with established policy and encourage the student to take responsibility for his own behaviour.
14. Implement and evaluate specific curriculum plans and activities for students to meet the individual needs of those students.
15. To provide feedback to students in relation to progress and development including testing students for reading ages and spelling tests.
16. To develop an understanding of specific student needs to help build effective learning.
17. To encourage student participation in school activities and interaction with others.

Supporting the SENCO and class teacher

1. Develop a suitable programme of support in conjunction with the SENCO to deliver the programme, within the classroom or in a withdrawal situation.
2. To provide feedback about the student's difficulties and/or progress to the SENCO and class teacher.
3. Assist the teacher(s) with the maintenance of student records, monitoring and evaluation student progress.
4. To participate in the evaluation of the support programme, with the SENCO and class teacher.
5. To adapt differentiated materials to enable the student to access the class curriculum.
6. Develop and implement actions that will promote the integration of the student with his peers.
7. Organise the assessment of individual or groups of students and assessing the needs of students and contribute to the development of their learning plans.
8. Design and deliver worksheets or administer coursework with minimal supervision for students.
9. Implement and evaluate specific curriculum plans and activities for the individual student to meet their specific needs.
10. Contribute to the maintenance of student progress records e.g. inputting data on target sheets etc.

General

1. Use specialist knowledge or experience to support students' learning.
2. Liaise with parents, carers and other agencies (such as educational psychologists) in order to promote the learning objectives of each student.
3. Be aware of and support difference and ensure that students have equality of access to opportunities to learn and develop.
4. To assist with general school duties which may include setting up classrooms, preparing resources and displays, tidying and clearing away, supervision of children during playtimes and supervision of children entering and leaving school premises.
5. To further support the climate for learning, improve the Academy ethos and develop further the merging culture of achievement and high expectation.
6. To work collaboratively with the Academy staff, parents/families and other agencies to ensure all interventions achieve the shared objective.
7. Attend meetings as required by the line manager, is a team player sharing good practice.
8. To take part in any CPD activities appropriate to the role.
9. Support the development and implementation of initiatives and policies e.gg data protection, child protection, health and safety.
10. To respect the confidentiality of all students by using the Academy protocols for sharing information e.g. child protection information.
11. The postholder will be required to undertake any other professional duties as required by their line manager.