

Job Description

Learning Support Assistant

Principal Responsibilities

To assist in the support and inclusion of students with additional learning needs within the school. The Learning Support Assistant will work with groups of students and individual students as directed, and, will maintain confidentiality.

Responsible to: The Headteacher via the Assistant Headteacher (SENDCo)

Duties and Responsibilities

- To be committed to the safeguarding and well-being of all students and to follow school Policy and procedures in this regard.
- To support students in the classroom to access the curriculum.
- To be a keyworker (point of contact) for a small number of students with special educational needs.
- To liaise with teaching staff to support the differentiation of task or delivery for students with special educational needs.
- To develop a working knowledge of the subject in the curricular areas worked in.
- Under the guidance and direction of relevant members of the staff, to work with individuals or groups of students on specific activities.
- To support students with social, emotional and mental health issues when appropriate.
- To support students to access exams and assessments.
- To feedback to staff as appropriate general observations of students.
- To be aware of students' targets and to monitor students' progress, or otherwise, identifying particular needs, difficulties, problems and to discuss these with relevant members of staff.
- To contribute to the reports for Annual Reviews for those students supported.
- To undertake administrative tasks under the direction of the Lead LSAs.
- To work as part of the Learning Support Team for the best outcomes of our students.
- To attend 3 twilight evening sessions per year.
- To attend weekly afterschool training sessions.
- To offer support to students in Homework Club.

Skills Required

- Ability to communicate effectively with secondary aged students
- Ability to use ICT to support learning
- A good standard of general education
- Maths and English qualifications (GCSE), higher education qualifications (A Level, NVQ) an advantage

General Requirements

- Attend scheduled meetings
- Actively seek to develop professionally
- Participate in the school appraisal process
- Work within the terms and conditions of employment of Bucks Pay employees

- Carry out all duties and responsibilities with due regard to the school policies
- Be subject to a police criminal records check (enhanced disclosure) from the Disclosure and Barring Service
- In accordance with the provision of the Equalities Act 2010, perform all duties and tasks with reasonable adjustment, where appropriate
- Be prepared to carry out additional duties, which may reasonably be required by the Headteacher.

The duties of the post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.

Postholder

Name

Signature

Date

Headteacher

Name

Signature

Date