



<b>Position:</b>	<b>Learning Support Assistant</b>
<b>Line Manager</b>	<b>SENCO</b> <b>Monday to Friday</b> <b>Approximately 38 hours per week</b> <b>39 weeks per annum to include 5 staff training days</b>

**Accountability:** To the SENCO and SLT member responsible for SEN for:

- Fulfilment of the below duties effectively and efficiently
- Compliance with the school's policies and procedures
- Ensuring that confidentiality is maintained at all times regarding personal information

**Salary** £15,500 Pro-rata

**Hours** 39 weeks to include 5 staff training days

**Full time hours :**

8:05 am to 16:30 pm with 45 minutes (12:55 to 13:40) for lunch

**Part time hours :**

am 8.05 am to 12:00 pm

pm 11:50 pm to 16:30 pm (including lunch)

## **Primary Purpose**

*To respond to the individual and diverse needs of students with identified needs, assisting them in all aspects of their learning by providing support in and out of the classroom and delivering interventions.*

## **Specific Purpose**

- To support the classroom teacher with their responsibility for the development and education of all students.
- The post includes responsibility to safeguard and promote the welfare of children.

## **Support for the Students:**

- Attend to the students' personal needs, and implement related personal programmes, including social, health, physical, and hygiene and welfare matters.

- Supervise and support students, supporting their safety and access to learning by encouraging their participation in learning tasks and activities.
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- Promote the inclusion of all students.
- Encourage students to interact with others and engage in activities led by the teacher.
- Encourage students to act independently as appropriate.
- Support intimate care needs for identified students as appropriate. This may require additional training.

### **Support for the Teacher**

- Prepare classroom as directed for lessons and clear afterwards.
- Assist in preparation and display of students' work.
- Be aware of student problems/progress/achievements and report to the teacher and SENCo as agreed.
- Undertake student record-keeping as requested.
- Gather/report information from/to parents/carers as directed.
- Support teaching/senior staff with routine administration e.g. photocopying, typing, filing, collecting money etc.
- Prepare differentiated materials as appropriate under the direction of the class teacher.

### **Support for the Curriculum**

- Support students with personal organisation
- Support students in respect of local and national learning strategies e.g. literacy, numeracy, KS3 as directed by the teacher.
- Support students in using ICT as necessary.
- Prepare and maintain equipment/resources as directed by the teacher and assist students in their use.

### **Support for the School**

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

- Be aware of and support difference to ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of Sir Thomas Fremantle School.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required.
- Assist with the organisation of school medical arrangements, e.g. dental inspections, nurse visits.
- Assist with the supervision of students out of lesson times, including before and after school and at lunch-times as required.
- Accompany teaching staff and students on educational visits, trips and out of school activities as required.
- Attend CPD training and any relevant courses where appropriate
- Undertake any further duties reasonably requested by the HLTA / SENCO / Headmaster

### **Attributes**

The successful applicant will be a good team player yet able to work on their own initiative. They will ideally be educated to at least A' level or equivalent and will hold a minimum of GCSE grade C in mathematics, English and ideally a science. Support will be required for high achieving students with specific needs, across all year groups.

An applicant considering a career in teaching and seeking experience of working within a secondary school would be particularly welcome. Support with teacher training in the future may be available to the right candidate through our teaching school partnerships.

Previous experience of a similar role would be beneficial.

*The person appointed will be suitable to work with children. The appointment will be subject to the relevant checks to ensure that this is the case and to comply with Child Protection regulations.*

*The job description sets out the main duties of the post at the date when it was drawn up. Such duties may change occasionally 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.*