


Job Description		
Job Title	Learning Support Assistant (Term time: 33.5 hours, 38.6 weeks)	
Reports To	Assistant SENCO	
Supervises	N/A	Grade 5 Support SCP7 - SCP11

Purpose of the Post

To work collaboratively with teaching staff and other team members in the development, education and inclusion of pupils, in accordance with the aims and policies of the school.

The Academy Vision

Our vision is:

- To have high expectations and enable everyone to achieve success
- To celebrate high quality learning experiences in all areas of school life
- To be at the heart of the community and prepare everyone fully for their future lives

Every single member of staff at the Academy is employed to translate this vision into effective action.

Responsibilities

1	Assist teaching staff, within the classroom, in the delivery of learning activities, to ensure that children with SEN are able to access the lesson content and make progress.
2	Maintain an up-to-date knowledge of the varying SEN needs of our students and those best practice strategies which will support them to learn and develop.
3	Supervise the activities of individuals or groups of students, both in and outside of the classroom (including educational visits) to ensure their safety and facilitate their physical and emotional development in accordance with the school's behaviour management policy.
4	Monitor individual pupil's progress, achievements and development and contribute to the preparation and maintenance of student profiles, SEN Support Plans and Education and Health Care Plans.
5	Use the school's IT systems to stay up to date with internal and external communication and to maintain student records.
6	Liaise with parents and carers, in conjunction with teaching staff and pastoral managers, to ensure effective communication concerning students' wellbeing. This might include telephone conversations, virtual, and face to face meetings.
7	Attend to the personal, social and physical needs of students so that their wellbeing is maintained.
8	Prepare and maintain learning equipment and ensure that classrooms and SEND facilities are kept clean and tidy.
9	Attend staff and other meetings and participate in staff training development work and staff reviews as required.
10	Promote and safeguard the welfare of students in accordance with school policies.
11	Plan and deliver 'Fast track' intervention sessions for EHCP students in line with the requirements of their plan and deliver 1:1 and small group interventions for SEN Support students, using existing materials, as directed by the Assistant SENCO.
12	Undertake any other duties as may reasonably be requested by the Head Teacher, commensurate with grade, and comply with all whole school requirements in relation to health and safety, professional standards, dress code etc.