



## Walbottle Campus Job Description

<b>Job Title</b>	Learning Support Assistant – Special Educational Needs
<b>Reports To</b>	Assistant Head Teacher – Inclusion or designated HLTA
<b>Hours of Work</b>	Term-time only 34 hours p/week plus three training days
<b>Level and Scale Point</b>	N4
<b>RESPONSIBLE FOR:</b>	Providing classroom support to pupils through individual and small group work in close collaboration with other school staff and supporting professionals.
<b>MAIN DUTIES:</b>	The following list is typical of the level of duties, which the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar type and level may be required from time to time.

<b>General</b>	<ul style="list-style-type: none"><li>• Supporting the teacher in the general management of the classroom.</li><li>• Undertaking activities, as directed by the teacher, with individuals or small groups of pupils.</li><li>• Provide clerical and administrative support, e.g. administer coursework and prepare work sheets.</li><li>• Supervising groups of pupils alone and participating in general activities including giving sensitive support and intervention in children's play.</li><li>• Undertaking routine invigilation and marking.</li></ul>
<b>Classroom Organisation</b>	<ul style="list-style-type: none"><li>• To be responsible for the organisation, classroom maintenance, setting out, clearing away and care of resources to create a purposeful and attractive learning environment.</li><li>• Assisting in the preparation, maintenance and repair of books, apparatus and equipment, to include cataloguing and stocktaking of all resources.</li><li>• Preparing pupils' work for display in the classroom and around the school.</li><li>• Demonstrating creativity in assisting with the practical resourcing of the classroom.</li></ul>
<b>Pupil Support</b>	<ul style="list-style-type: none"><li>• Working with pupils directly on curriculum related tasks under the direction of the teacher in order to provide learning support and raise attainment.</li><li>• Contributing to the delivery of some aspects of the curriculum and support for pupils, including assessment, recording and reporting procedures and assisting with the maintenance of Individual Education Plans (IEP's) which make use of all relevant SEN information and data, under the guidance of a designated teacher.</li><li>• Giving relevant feedback to the teacher regarding the social, emotional and physical needs of pupils thus offering the teacher support in their assessment.</li><li>• Contributing to monitoring and evaluating the learning environment provided for the pupils in his/her care and using this evaluation to help make necessary changes and developments within the classroom.</li><li>• Working with teachers and other staff in planning associated activities to enhance the teaching programme in order to support learning and raise attainment.</li><li>• Following the school policy documents and schemes of work to keep updated with school and National Curriculum documentation including Every Child Matters and SEAL frameworks.</li><li>•</li></ul>
<b>Specialist Skills</b>	<ul style="list-style-type: none"><li>• Providing classroom support to pupils with special educational needs or pupils whose first language is not English.</li><li>• Accompanying pupils on excursions and other extra-curricular activities, including independence skills training programmes.</li></ul>
<b>Welfare and other duties</b>	<ul style="list-style-type: none"><li>• Under teacher overall control, accepting shared responsibility for the creation of a safe environment for pupils within and outside the classroom.</li><li>• Assisting in the supervision of pupils particularly at break periods and the beginning and end of sessions.</li></ul>

	<ul style="list-style-type: none"> <li>• Providing general care and welfare by responding appropriately to the social, emotional and physical needs of pupils. This will include attending to sick or injured pupils, taking sick pupils home and investigating reasons for absence.</li> <li>• Administer medication to pupils in accordance with the school's policy and procedures (only where the postholder, in accordance with the LEA guidance, has agreed to be the named volunteer for this task).</li> <li>• Actively promoting anti-discrimination policies and implementing the School's/Council's equal opportunities policies in all aspects of employment and service delivery.</li> </ul>
Child Protection	<ul style="list-style-type: none"> <li>• The postholder will have responsibility for promoting and safeguarding the welfare of children and young persons s/he is responsible for, or comes into contact with.</li> </ul>



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### Person specification

Area	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"><li>• Level 3 qualification in English, Maths, Humanities or Social Sciences.</li><li>• English and Maths qualification at Level 2.</li><li>• Evidence of recent relevant training.</li></ul>	<ul style="list-style-type: none"><li>• Willingness to train to enhance professional development.</li><li>• Degree level qualification.</li></ul>
<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of supporting students within a school setting.</li><li>• Experience of using a range of strategies to support student progress.</li></ul>	<ul style="list-style-type: none"><li>• Experience of supporting learning in an inner city school.</li><li>• Experience of alternative curriculum support.</li><li>• Experience of working with students with SEN.</li></ul>
<b>Knowledge and skills</b>	<ul style="list-style-type: none"><li>• Ability to support the teacher within the full range of KS3 and KS4 pupils.</li><li>• Ability to supervise small groups of pupils including giving sensitive support.</li><li>• Ability to support literacy and/or numeracy.</li></ul>	<ul style="list-style-type: none"><li>• ICT competent.</li><li>• Willingness to offer extra curricular activities.</li><li>• Knowledge of Specific Learning &amp; Communication Difficulties.</li><li>• Knowledge and understanding of the Special Needs Code of Practice.</li></ul>
<b>Personal qualities</b>	<ul style="list-style-type: none"><li>• Ability to relate to pupils.</li><li>• High expectations of learners.</li><li>• Reliable/well organised</li><li>• Hardworking.</li><li>• Evidence of effective teamwork</li><li>• Ability to support students with emotional behavioural and SEN needs.</li></ul>	

#### Prepared by:

<b>Name:</b>	Tracey Gray	<b>Date:</b>	September 2018
<b>Title and/or department:</b>	Director of Support		

**Note:** This job description is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. The post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.