**Job Description**

**Job Title: Learning Support Assistant**

**Scale:**  **NJC 6**

**Role: To work as part of the Student Support Team in supporting and including students with learning difficulties/disabilities into mainstream classes.**

**Duties:**

**(a) In relation to the individual student:**

* To develop an understanding of the special educational needs of the student concerned.

* To take into account the student’s special needs and to ensure their access to the lesson and its content through providing appropriate clarification, explanations, equipment and materials.

* To build and maintain successful relationships with the student, treat them with respect and consideration.

* To help promote independent learning.

* To help reinforce learning.

* To assist students with their physical/personal care/medical needs.

* To demonstrate physically fit & deliver physio to students (Training provided)

* To help students record work in an appropriate way.

* To develop study and organisational skills.

* To help keep the students on task and well-motivated.

* To model good practice.

* To help build the student’s confidence and enhance self-esteem.
* To monitor the social, emotional and physical wellbeing of the student.
* Supporting and supervising educational games, sports, crafts and other practical activities.

* Helping children with their reading.

* Helping to prepare the classroom for a lesson.

* Putting together displays of children’s work.

* Helping out on school trips.

* Helping children who need extra support to complete tasks.

# (b) In relation to the Teacher

* To have formal and informal meetings with teachers to contribute to planning lessons/activities.

* To prepare materials and resources.

* To prepare students beforehand for a task.

* To use differentiated activities with identified groups.

* To support the teacher in implementing specific teaching programmes.

* To supervise practical tasks.

* To provide support to other students in the class as directed by the class teacher.

* To help teachers to plan learning activities.

* To support teachers in managing class behaviour.

* To supervise small group activities.

# (c) In relation to the School

* To work as part of the team, liaising, advising and consulting with teaching and nonteaching staff as appropriate.

* To support and implement school policies and procedures (including those relating to confidentiality and behaviour).

* To identify personal training needs and to attend appropriate internal and external in-service training.
* Any other tasks as directed by the Head teacher which fall within the remit of the post

e.g. First Aid, Moving and Handling and on occasions to be available to provide cover for absent colleagues.

 **PERSON SPECIFICATION FOR LEARNING SUPPORT ASSISTANT**

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| **SPECIFICATION**  | **ESSENTIAL**  | **DESIRABLE**  |
|  Qualification and training    | A good general education  GCSE English and Maths Grade C or above.  **Willing to undertake Physio Training**   | Qualifications in ICT  Moving and Handling  First Aid  Personal Care  |
|  Experience   |  Evidence of having worked with children in some capacity; this could be as a parent/carer.  | Experience of working with children with SEN, preferably secondary school age.  |
|  Qualities, skills, knowledge and abilities.  | A positive interest in working with children.  Ability to get the best out of children.  A sense of humour.  Adaptability and creativity.  Able to work on your own and as part of a team.  Ability to build good working relationships with a range of colleagues and children.  A clear communicator.  Ability to work calmly.  Caring and dedicated.  Energy, enthusiasm and patience.   The ability to manage groups of children and cope with challenging behaviour.  |  A general knowledge of working with children with Special Educational Needs.  Experience of working with/caring for children with disabilities.  |
|  Health  | A good attendance record.  Evidence of the stamina required to cope with the physical demands of the post.  |   |