KEPIER
JOB DESCRIPTION

Name:

Job Title: Learning Support Assistant

Salary Scale: NJC **Point Range:** 3 - 4 £18,562 to £18,933 full time equivalent **(actual pro-rata £14,664 to £14,957)**

Contractual hours: 35 **Weeks per year:** 38 weeks (TTO) plus 3 days

Fixed Term Contract

Hours to be worked: 8.15 am - 3.45 pm Monday to Friday

Lunch break: 30 minutes

Purpose of Job:

The Learning Support Assistants provide support within the school environment to enable any child or children to gain maximum access to the National Curriculum by following clear guidelines provided by any involved agencies.

Principal Duties: Provide support for learners including those with SEND difficulties, teachers and the whole school as outlined below.

Main duties include:

- To assist learners following a programme of support clearly defined by the SEND Department and to work alongside teaching and other appropriate staff dependent on the nature of particular needs of the child or the children.
- To work collaboratively with teachers and other staff as an integral part of the teaching team.
- To assist learners with learning difficulties using a variety of resources, which may involve support in reading, writing, spelling and computer-based learning under the direction of appropriate teaching staff.
- To support learners to academic and social skills via bespoke small group intervention programmes as directed by the SEND Co-ordinator.
- To regularly update to SEND Co-ordinator on progress made by learners or difficulties faced by individual learners.
- To become familiar with the differing learning needs and teaching strategies for learners with ADHD, autism, specific learning difficulties, general learning difficulties and other learning problems which might become apparent.
- To support learners with additional needs which may include sensory impairment or of a medical nature. Duties and advice will be clearly outlined, and may include PE supervisions (help with dressing/undressing).
- To support learners with emotional behaviour difficulties within the classroom under the direction of the SEND Co-ordinator/teaching staff.
- To undertake appropriate training to enhance skills or knowledge.
- To assist teaching staff in setting appropriate targets based on objectives set in Individual Educational Plans.

- To supplement the work of outside agencies such as speech therapists, educational psychologists and members of the specialist learning team.
- Act as a Mentor for learners under the direction of the SLT

General Requirements

1. To attend and participate in meetings, training and development activities as required.
2. To participate in schemes of assessment, professional development and review.
3. To establish constructive relationships and communicate with the other agencies/professionals, in liaison with the teacher, to support achievement and progress of learners.
4. To be an effective role model for the standards of behaviour expected of learners.
5. To have due regard to confidentiality, child protection procedures, health and safety, other statutory requirements and the policies of the governing body and the local education authority.

Professional Values and Practices

1. To have high expectations of all learners; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
2. To treat learners consistently with respect and consideration, and being concerned with their development as learners.
3. In line with the school's policy and procedures, using behaviour management strategies which contribute to a purposeful learning environment.
4. To work collaboratively with colleagues as part of a professional team; and carrying out roles effectively, knowing when to seek help and advice from colleagues.
5. To reflect upon and seeking to improve personal practice.
6. To work within school policies and procedures and being aware of legislation relevant to personal role and responsibility in the school.
7. To recognise equal opportunities issues as they arise in the schools and responding effectively, following school policies and procedures.
8. To build and maintain successful relationships with learners, parents/carers and staff.

Any other reasonable duties as requested by the Line Manager, Principal or member of the Senior Leadership Team that is not specified in this job description.

The post holder must be willing to undertake First Aid at Work training and carry out the role, if required.

The post holder must be willing to undertake Fire Warden training and carry out the role, if required.

Responsible to: SENDCo

- Whilst every effort has been made to explain the main duties of the post, each individual task undertaken by the post holder may not be identified.

- The job description is current at the date of issue, but following consultation, may be changed by Management to reflect changes in the job which are commensurate with the salary and job title.

- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

- Employees are expected to be courteous and supportive to colleagues and provide a welcoming environment to visitors and telephone callers.

- The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Safeguarding

- Employees should be aware that the school will take any reasonable action to ensure the safety of its learners.

- In cases where the school has reason to be concerned that a child may be subject to significant harm, ill-treatment, neglect or other forms of abuse, staff have no alternative but to follow SSCB (Sunderland Safeguarding Children Procedures) Child Protection Procedures and inform Children's Services Social Care of their concern.

The post holder must comply with Health & Safety rules and regulations and with Health & Safety Legislation.

The post holder must carry out his or her duties with full regard to the School's Equal Opportunities Policy.

Kepier operates a **no smoking policy** in its building and grounds.

Signed (Employee)…….……..…...…….. Date……..

Signed (Principal)…….…...…….. Date……..