# Position:
Learning Support Assistant

## Location:
The post holder will be based in the Learning Support Unit but will work in any curriculum area of the school.

## Line Manager:
SENCO

## Senior Manager:
SENCO

## Scale:
WSCC NJC Grade 4 £18,795 pa (Actual salary £12,660 pro rata)

## Hours:
30 hours per week
Term time only

### Position objectives

The Learning Support Assistant will support pupils who find learning difficult, either on an individual basis, in the classroom or in small groups. The post holder will be part of a large team of assistants who provide support to teachers in the classroom to deliver the curriculum and improve teaching and learning throughout the school. Learning Support Assistants are expected to run learning support groups during colour time and DEAR.

### Main duties

- To provide support for a variety of pupils as directed by the SENCO.
- To work alongside teachers in the relevant department liaising on planning and assessment.
- To support the social development of students and offer mentoring as appropriate and in discussion with the Line Managers.
- To support subject teachers and Curriculum Support staff to adapt and modify the curriculum materials to enable students with SEND.
- To be aware of targets set and to support the implementation of the actions described by the Individual Education Plans for students where applicable.
- To help maintain Curriculum Support resources.
- To liaise with the SENCO and colleagues on a regular basis sharing good practice and on-going concerns.
- To support the routine assessments of relevant students and aid the collection of review information.
To aid delivery of specific support groups external to the classroom such as social skills groups or support for pupils with medical/physical/sensory difficulties.

To be a good role model and ensure the student receives a curriculum that is right for their learning.

Help provide a variety of lunchtime/colour time activities as need arises ie homework support, extra reading, social skills activities and mentoring.

Help promote the school’s behavioural policy.

**Experience**

- GCSE Maths/English
- Experience of working with young people preferred
- Experience of working in an education environment preferred
- Experience of working in and contributing to a team
- An understanding of learning and/or physical difficulties preferred

The post is subject to DBS clearance in line with “Safeguarding Children & Safer Recruiting”

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder’s professional responsibilities and duties.

January 2020