



We are committed to safeguarding and promoting the welfare of children

JOB DESCRIPTION

Post:	Learning Support Assistant
School:	St John Fisher Catholic School
Salary Grade:	D2
Responsible to:	Assistant SENCO/SENCO

1. Main purpose of job:

To enhance the learning of students who have a wide range of individual learning needs, by supporting the teaching staff in enabling students to gain independence and participate fully in the curriculum and general life of the school. Being adaptable and having empathy, but also following the school's Behaviour Management policy.

2. Duties and responsibilities:

- To pass on information about pupils personal and educational needs to subject teachers and other staff as appropriate. To assist in assessment recording and reporting on pupils progress. Reporting to the teacher and giving feedback to pupils on their progress.
- To support students in examinations as required and to invigilate examinations
- To motivate and support pupil(s) to remain on task and complete work in a focused way
- To take part in school activities, outings and events as required accompanying and supporting pupils as necessary
- To contribute to Annual Review/IEP meetings of pupils as required. This may involve writing or giving oral contributions.
- To attend and contribute to Departmental and Learning Support Assistant meetings
- To undertake training
- To support students to overcome barriers to learning so that they are able to work independently in the company of other students and across the curriculum
- To have a clear understanding of the needs of students with SEN and their specific barriers to learning

- To develop a mutually supportive relationship with teaching staff to help students gain access to the curriculum by differentiating instructions and resources
- To use a range of strategies that will assist students to become better learners
- To lead lessons and intervention sessions where appropriate under direction of Curriculum Leader
- To work as part of a flexible and supportive team to further the SEN policy and the ethos of the school
- To undertake the relevant training to enhance personal development and use the knowledge to benefit the school and its students
- To attend regular TA training sessions to develop and disseminate good practice
- To attend other meetings as per the school's agreed meeting cycle

3. Person Specification:

Qualifications

GCSE C grade or equivalent in English and Maths or the ability to demonstrate literacy and numeracy skills to this standard

Experience:

Prior experience in working with children preferred particularly with children with SEN

Skills and abilities

- Clear understanding of how students with SEN struggle to engage with the world around them and the impact this has on their learning.
- Good communication skills.
- Demonstration of a clear understanding for the need for confidentiality and data protection.
- Ability to work as a member of a multi-disciplinary team
- The ability to keep accurate records.
- Skills in mediation and problem solving.
- Flexibility and initiative essential.
- Ability to work in non-judgemental way
- Confident and able to be assertive when necessary
- The ability to organise work and to take effective decisions while working under pressure.
- Have high expectations of, and high aspirations for, all students.

Scope of impact

- To support and assist the AHT for Inclusion in providing appropriate actions for students experiencing a range of barriers to learning and disabilities, allowing a focus on the educational needs of the students.