

JOB DESCRIPTION

LEARNING SUPPORT ASSISTANT (SEN) LEVEL 3

Purpose of Role:

1. To support the purpose of teaching and learning, especially in Key Stage 3/4.
2. Dedicated support on a one to one basis with individual students.

Reporting to:

Head Teacher/Deputy Head/SENCO

Liaising with:

- SENCO
- Literacy/Numeracy Co-ordinator
- Heads of Department and Subject staff where assistance is designated
- Student Support Staff

Working Time:

Term Time Only – 8.30 am to 3.10 pm

Attending Inset Days when relevant to role (to be paid)

Operational/Strategic Planning:

1. Learning Support Assistants may be required to perform a number of tasks, chiefly involving support in the classroom.
2. Assisting SENCO with administration tasks to include:-
 - Preparing, amending, updating student LSP
 - Development of Peer coaching for TA
 - Support KS4 students to access their controlled assessments with a view to improving their grades.
 - Attending the Homework Club and after school catch up lessons, to assist students to reach their potential.
 - To minute meetings held by outside Agencies/CAF.
 - To support pupils at their outreach sessions etc., giving realistic and positive feedback.
 - Complete Educational Statutory Assessment forms.
 - Attend meetings which support the effective outcome of pupil progress Clifford Holroyd outreach etc.
 - Social Skills Groups
 - Input of IEPs onto staff intranet/adding & amending SEN students on SIMS.

Pastoral System

1. Supporting KS3/KS4 lessons across school.
2. Assistance with Exam Invigilation as a reader for SEN students.
3. Helping with reading and literacy schemes as directed
4. Assistance with administration of testing which informs the teachers and learning process

5. Assistance with display
6. Assistance with whatever activities form part of designated classes and lessons
7. Assistance with organisation and co-ordination of school trips as and when required.
8. Assistance with other initiatives – e.g. lunchtime reading clubs – will also be required.
9. Working with individuals or groups as directed by the subject teacher

School Ethos

1. To play a full part in the life of the school community, to support and contribute to its Catholic mission and ethos and to encourage and ensure staff and students follow this example.
2. Promote actively and adhere to the school's corporate policies.
3. Participate in continuous professional development.

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

SIGNATURES:

This job description is current at the date below but will be reviewed every two years and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Signed: **Job Holder** Dated: