

# LEARNING SUPPORT ASSISTANT

## JOB DESCRIPTION

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Line Managed by:	SENCO and Deputy SENCO
Line Manager for:	n/a
Salary Scale:	NJC Scale 4 (pt range 8 - 10)
Hours:	36 hours, 39 weeks per year
Annual Leave:	Taken within school closure periods only
Contract	Fixed Term

### **Job Purpose**

To work as part of the Special Educational Needs Department in supporting and integrating identified students with special needs into mainstream classes. Responsible to the relevant Director of Inclusion and/or Special Needs Coordinator as designated.

### **SPECIFIC DUTIES AND RESPONSIBILITIES:**

#### **In relation to the individual pupil**

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

- To help them record work in an appropriate way.
- To develop study and organisational skills.
- To help keep the students on task and to build motivation.
- To help reinforce learning.
- To help build the student's confidence
- To encourage the integration of the student into the class.

#### **In relation to the teacher**

- To support the teacher in the development and delivery of the student's individual programme.
- To have clear lines of communication with the student's teacher.
- To have formal meetings with teachers to enable planning and preparation for lessons.
- Where appropriate, to act as liaison between the student and the teacher.
- To be involved in keeping records, writing reports and evaluating the student's programme.

### **Safeguarding**

- To be responsible for promoting and safeguarding the welfare of children and young people within the school, raising any concerns following school protocol / procedures.

## **In relation to the School**

- To work as part of the team in relation to individual students, liaising, advising and consulting where appropriate.
- To attend meetings as appropriate.
- To uphold professional standards.
- To timely respond to emails.
- To be punctual.