JOB DESCRIPTION – LEARNING SUPPORT TEACHING ASSISTANT

NAME:

TITLE: Learning Support Teaching Assistant RESPONSIBLE TO:
SENDCo/Headteacher

JOB PURPOSE: To work with the SENDCo, the Learning Support Department and class teachers to plan and deliver support for SEND pupils that inspires them to participate and excel in the full life of the school.

HOURS: 30 hours

MAIN RESPONSIBILITIES:

Support for Pupils

• Under the instruction and guidance of teaching staff/managers, to undertake educational activities and attend to the educational, personal and social needs of pupils, in order to support their learning and development, especially in the areas of Literacy, Numeracy and Phonics, and to ensure their safety.

• To promote and support the inclusion of all pupils in the learning activities in which they are involved, minimising barriers to achievement and catering for their individual needs.

• To monitor and support the attendance of pupils with whom you work (and may work in the future) to ensure that their progress is not undermined by poor attendance and to liaise with parents/carers and other appropriate personnel in this respect.

• To read and become familiar with the EHC Plans for pupils with whom you work or may support going forward.

• To attend to the educational, personal and social needs of pupils and any other requirements depending on the pupil's special needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).

• To assist with preparation for school visits and the supervision of pupils on such visits, in liaison with relevant staff under the auspices of the Headteacher.

• To work collaboratively with the feeder schools and other appropriate schools in respect of the Literacy and Numeracy and other SEND needs in order to ensure smooth transfer and the best possible provision and outcomes for all SEND pupils.

Note:

• Whilst there may be a specific requirement to support a named pupil or pupils with an EHC Plan, support for other pupils will be required, at the direction of the SENDCo/ Headteacher.

Support for Teachers

• To help assess and systematically record pupils' progress and achievements, using the results of this monitoring in further support work.

• To arrive promptly to lessons and work proactively with classroom and department staff using your initiative to support and enhance the ongoing needs of SEND pupils.

• To communicate daily with teachers **(regarding pupil attendance, performance, behaviour and progress)** via electronic systems including email and Note Books accessing SIMs, Behaviour Logs and other monitoring systems as appropriate.

• Within the overall plan set by the class teacher, to assist in devising and extending educational activities and in preparation of the curriculum. This may include contributing to the development and implementation of Personal Provision Maps and Personal/Pastoral Support Plans and working on differentiated activities.

• To efficiently prepare, maintain and use classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources.

• To undertake tasks related to the SEND Department and pupils at the request of the SENDCo.

• To be proactive in assisting to maintain classroom discipline by working with the teacher, individuals and groups of pupils in developing expectations of acceptable personal and social behaviour and help make pupils be part of the learning experience.

Support for the Curriculum

• To support the teaching of Literacy, Numeracy, Phonics or other specific curriculum areas/specialisms as required and agreed with the Headteacher.

Support for the School

• To work collaboratively with colleagues as part of a professional team, in particular the

class teacher, the Special Educational Needs Co-ordinator (SENDCo) and other teaching assistants; working at all times within the school's policies and procedures.

• To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Headteacher.
• To attend staff and department meetings and participate in performance management arrangements.

• To undertake any training and development needs which are deemed appropriate in order to meet the needs of individuals, school-specific requirements and local and national policy changes in respect of SEND, Literacy, Numeracy and Phonics.

• To ensure you are familiar with the SEND, Literacy and Numeracy and other relevant policies and procedures and that you keep abreast of any updates and changes both nationally and locally.

• To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information including via social media platforms.

• To undertake any additional tasks of a similar nature and level, as directed by the Headteacher/SENDCo.

July 2020