

# LEARNING SUPPORT ASSISTANT - JOB DESCRIPTION

<b>SALARY</b>	Kent Range 4 - 5
<b>WORKING TIME</b>	37 hours per week, 39 weeks per year (i.e. term time plus 5 days during school holidays)
<p><b>Learning Support</b></p> <ul style="list-style-type: none"> <li>• Responsible for promoting and safeguarding the welfare of young people</li> <li>• Establish constructive relationships with students and interact with them according to individual needs.</li> <li>• Work with individuals or groups of students within or outside the classroom, making particular individual curriculum provision where required</li> <li>• Promote the inclusion and acceptance of all students</li> <li>• Encourage students to act independently to promote self-esteem and independence</li> <li>• Deliver appropriate learning opportunities to meet specific learning needs</li> <li>• Use special equipment and maintain where appropriate, facilities and techniques (social communication, audio- visual, and IT based) to support learning</li> <li>• Assist in the administration and implementation of target-setting, mentoring and monitoring of progress of students with special educational needs</li> <li>• Develop a bank of strategies to deal with challenging behaviour</li> <li>• Liaise constructively with colleagues, parents/carers and outside agencies</li> <li>• Maintain confidentiality and observe Data Protection and other guidelines</li> <li>• To have due regard to the national SEND Code of Practice and guidance</li> </ul> <p><b>Administrative</b></p> <ul style="list-style-type: none"> <li>• Contribute to the preparation and review of AEN/SEN records and documentation relevant to the department and/or student needs</li> <li>• Administer routine tests and invigilate exams, if required</li> <li>• Cover of Reception for 5 days during school holidays from 9.00am to 4.00pm, as directed by the Head's PA who is the Office Manager. This includes answering telephones and emails, welcoming visitors and carrying out any admin tasks that have been left (e.g. printing, photocopying, typing up notes, etc)</li> </ul> <p><b>General</b></p> <ul style="list-style-type: none"> <li>• Be aware of, comply with and model the appropriate behaviours complaint with policies and procedures relating to Child Protection, Health &amp; Safety, Confidentiality and Data Protection, and reporting all concerns to an appropriate person</li> <li>• Carry out other duties as reasonably assigned by members of the Senior Leadership Team</li> <li>• Be aware of, and support, difference and ensure all students have equal access to opportunities to learn and learn and develop</li> <li>• Contribute to the overall ethos, work and aims of the school</li> <li>• Appreciate and support the role of other professionals</li> <li>• Attend relevant meetings, as directed</li> <li>• Participate in training and other learning activities and performance development as required including carrying out individual research into particular areas of need to support role</li> <li>• Accompany teaching staff and students on visits, trips and out of school activities, as directed</li> <li>• To supervise the Library and after-school Homework Club as required</li> <li>• Uphold the School's values and implement policies and procedures</li> <li>• Duties may be varied to meet the changing demands of the School.</li> </ul>	

This job description does not form part of the contract of employment. Rather, it describes the way in which the post holder is required to perform and complete the particular duties set out in it.