

# JOB SPECIFICATION

<b>Job Title:</b>	Learning Support Assistant (Generic)
<b>Grade:</b>	Grade 4
<b>Reporting to:</b>	Director of Learning
<b>Department:</b>	Special Educational Needs
<b>Location:</b>	Millais School

## MAIN PURPOSE OF THE ROLE

- To help both Statemented and school registered Special Educational Needs (SEN) pupils develop to their full potential
- To assist in providing inclusive access to the full range of curriculum activities for any pupil with an identified additional need
- To contribute to the overall effectiveness and achievements of the SEN Team

## ACCOUNTABILITIES AND TASKS

Accountability	Task
<p><b>Learning Support for SEN Pupils</b></p>	<ul style="list-style-type: none"> <li>• Assisting with and contributing to the assessment and target setting process for special needs pupils and those requiring additional support</li> <li>• Supporting and working alongside individuals or groups of SEN, or additional needs, pupils, under the direction and supervision of the subject teacher</li> <li>• Helping to prepare lesson materials under pre-determined lesson plans under the direction or advice from teaching staff or supporting agencies</li> <li>• Overseeing the completion of exercises set by the subject teacher</li> <li>• Supporting the subject teacher in the recording and completion of homework</li> <li>• Providing basic ICT support when the pupils are working with computers</li> <li>• Encouraging integration and independent learning</li> <li>• Adopting an enthusiastic and imaginative approach to support learning</li> <li>• Providing extra support for those with learning difficulties by maintaining interest and motivation and promoting their self-esteem</li> <li>• Encouraging pupils to interact with others in a socially acceptable manner</li> <li>• Supporting the school's behaviour and disciplinary policy</li> <li>• Providing information to support review meetings</li> <li>• Providing additional support, as directed, for the additional needs of individual pupils ie extra curricular trips, specific specialist programmes, mobility training and scribing</li> </ul>

### **Organising an Effective Learning Environment**

- Establishing a constructive and professional relationship with pupils and interacting with them according to individual needs and according to all protocols set by the school
- Making informed use of the right equipment, learning tools, specialist equipment and differentiated materials for lessons, mobility and homework
- Assisting in maintaining a safe working environment for the pupils
- Assisting with social care for disabled pupils following the advice of the School Nurse and any supporting external agency

### **Recording and Communicating Student Progress**

- Keeping up to date records of pupils' work
- Providing feedback to pupils on progress and achievements under the guidance of the teacher
- Reporting on the pupils progress and achievements and providing information for assessment and data records
- Working and liaising with parents under the direction of teaching staff, to enhance pupils progress

### **Providing Administrative Support**

- Circulating and completing curriculum area forms as required
- Updating and amending information in the SENCO module of SIMS as appropriate
- Participating in training and performance reviews as required

## **SCOPE OF DECISION-MAKING / FINANCIAL CONTROL**

- Making appropriate judgements over issues of confidentiality and when to consult others
- Sourcing and using suitable resources
- Accessing and applying Health and Safety controls in the workplace
  
- This role has no responsibility for line managing staff or budgetary control.

## **COMPETENCIES FOR THE ROLE**

The job holder will need to master the following key competencies in the role:

- Problem Solving and Judgement
- **Planning and Organising**
- **Resilience and Self-Control**
- **Influence and Impact**
- **Focus on Achievement**
- **Developing Others**
- **Teamworking**

## PERSON SPECIFICATION

### Knowledge and Experience

- Ability to communicate well with children, work as a member of a team, be patient and adaptable, have reserves of energy and be willing to learn within the role
- A caring and supportive person with a firm guiding hand and an enthusiastic and imaginative approach to supporting learning
- Able to relate sensitively and with flexibility to the individual needs of pupils and relate well to staff and parents
- Applies integrity and has respect for professional confidentiality
- Ability and willingness to co-operate and contribute as part of a team
- Experience of working with children with special educational needs or knowledge of SEN resources, is an advantage
- Must be able to prioritise and manage their own time effectively
- Willing to acquire knowledge and work within the legal obligations on schools in relation to all children and in particular those with additional needs

### Essential Skills and Qualifications

- Qualification of 5 passes (A-C) at GCSE or NVQ Level 2, or equivalent experience
- Good level of literacy and numeracy
- **Excellent** inter-personal and listening skills
- Good ICT skills

### Desirable

- Specialist training or qualification related to child development, SEN or Disability.

***This role specification contains an outline of the jobholder's principal accountabilities and is not intended to be exhaustive. It will be reviewed with the jobholder at appropriate intervals by the Headteacher of Millais School, as necessary in consultation with the Governing Body.***