

JOB PROFILE

LEARNING SUPPORT ASSISTANT

September 2022 (or as soon as possible thereafter)



Luckley
HOUSE SCHOOL



LEARNING SUPPORT ASSISTANT

OVERVIEW

The Learning Support Department aims to maximise opportunities and success for all learners via specialist support. In addition, we offer highly bespoke study skills courses for both GCSE and A Level pupils, designed to promote independent study, motivation and self-organisation. Currently, the team is composed of a SENDCo, Assistant SENDCo, a Specialist Literacy Teacher and a Maths Tutor, together with a departmental administrator. The team are highly qualified and experienced in supporting pupils with learning differences.

We are seeking to appoint a Learning Support Assistant to provide support for a neurodiverse learner who is embarking on the crucially important GCSE years of study and who requires individual support to thrive and achieve in line with their strong academic potential.

You will ensure that the pupil can integrate as fully as possible in the activities generally undertaken by the other children in the class and make progress.

Your duties will include running specific programmes and activities to assist the pupil's individual learning and social needs. You will also be responsible for implementing the targets on the pupil's Individual Education Plan (IEP) in liaison with the Subject Class Teachers and the SENDCo.

TERMS

- Start Date:** September 2022
(or as soon as possible thereafter)
- Hours:** Full time, term time only
- Salary:** Salary details are available on request.

NON-CONTRACTURAL BENEFITS

- School's Pension scheme as well as a death in service benefit
- Staff discount on basic tuition fees subject to the member of staff's child(ren) meeting the entrance requirements
- Staff carpark
- Employee Assistance Programme (EAP)
- Free lunches
- Use of the school gym

HOW TO APPLY

For further details please contact:

Mrs N Hall, HR Manager on 0118 978 4175 or email narene.hall@luckleyhouseschool.org. Alternatively, an application can be downloaded and submitted via the TES website at: www.tes.com/jobs/employer/-1002273

Closing date: Friday 1 July 2022 (noon)

We reserve the right to interview and appoint before the closing date.

JOB DESCRIPTION

Job Title: Learning Support Assistant

Job Purpose: To assist and support alongside a neurodiverse learner

Accountability: To the Head with day to day responsibility/reporting to the SENDCo

MAIN RESPONSIBILITIES

Supporting Pupils

- To provide learning support in a 1:1 situation.
- To develop knowledge of the particular needs of the child and seek advice from the SENDCo, Class Teacher and outside agencies as required.
- To aid access to the full range of learning experiences both inside and outside the classroom and provide modified materials as required e.g. worksheets, games, visual prompt cards etc.
- To make or modify resources as suggested and advised by the SENDCo, Educational Psychologist or other outside agencies.
- To organise and maintain an inclusive learning environment across the whole school environment.
- Provide positive reinforcements, praise and rewards to pupils.
- Facilitate inclusion in small group activities with peers and support interaction between them.
- To attend in service training and meetings relevant to the post in order to keep up to date with developments in working with children with special educational needs.
- To manage any missed work and oversee catch up work.
- Support homework tasks.
- Pre-teach and go over key subject terminology.
- Monitor any gaps in learning and liaise closely with subject staff on areas to concentrate on and assist with gap filling.
- Prepare noting templates for lessons.
- Assist with note taking in class when required.
- Assist with management of hearing aids (if needed) and repeat instructions or peer discussions.
- Support work of S & L Therapist.
- Monitor any changes to weekly routine and provide new printed timetable with changes.
- Maintain frequent communication with home so that parents feel fully informed.
- To be available to give support within hospital/another safe place or remotely if required.

Supporting the SENDCo

- To work as part of the team to ensure that the wellbeing and personal development of the pupil enhances their learning opportunities and life skills.
- To attend planning meetings with the SENDCo to develop learning programmes and to assist in the delivery of the individual learning programmes on a daily basis to promote learning, behaviour and communication skills.
- To provide regular feedback to the SENDCo and, where necessary, relevant outside agencies about any pupil's difficulties and progress.
- To contribute to the pupils' annual review by writing a brief report and attending the meeting.

Supporting the School

- To foster links between home and school.
- To participate in relevant professional development as deemed appropriate.
- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
- To maintain confidentiality and sensitivity to the pupils' needs but have regard to the safeguarding procedures of the school.
- To carry out duties as directed by the SENDCo or Head Teacher.

OTHER

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School. This job description and accompanying documentation do not form part of the employment contract.

TERMS AND CONDITIONS OF SERVICE

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and, if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

EQUAL OPPORTUNITIES

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.



PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS		
GCSE, 'O' Level or equivalent qualifications in Maths and English.	✓	
NVQ2 or equivalent as recognised by the National Occupational Standards for Supporting Teaching or Learning (NOS-STL).		✓
Training in aspects of SEN, i.e. ADHD, Dyslexia, Autism.		✓
SKILLS		
Able to plan and prioritise tasks and work under pressure in a busy inclusive Secondary School.	✓	
Able to be productive and show initiative.	✓	
Able to communicate effectively and appropriately to pupils with different abilities and ethnic backgrounds.	✓	
Able to motivate pupils to learn and to be sociable.	✓	
Able to assist with the organisation of the learning environment.	✓	
Able to maintain accurate records of the pupils.	✓	
Able to work effectively with other adults in the school and wider community.	✓	
Computer literate, with the ability to navigate Office 365 and use all of its features to support individual pupils.	✓	
PERSONAL QUALITIES/DISPOSITION		
Demonstrates an interest in how children learn and behave.	✓	
Provides an appropriate role model of behaviour both in the classroom and around school.	✓	
Really cares about children, particularly those who find learning and managing their emotions and behaviour difficult.	✓	
Has patience with children who find conforming to rules and expectations difficult.	✓	
Is able to be patient, flexible and innovative with a clear understanding of how children, who find learning new concepts and remembering taught concepts difficult, might behave.	✓	
Respects and maintains confidentiality but has regard to the safeguarding protocols of information sharing where necessary.	✓	
BACKGROUND/EXPERIENCE		
Previous experience of working with children with Special Educational Needs in a Secondary school setting.	✓	
Knowledge and understanding of the different social, cultural and physical needs of pupils.	✓	