

THE RIPLEY ACADEMY



Job Description

Post:	Learning Support Assistant
Salary Scale:	Scale 3 – Points 6-8
Responsible to:	Head of SEN
Responsible for:	Key Accountabilities outlined below
Purpose of the Post:	To be a member of the Learning Support Team under the leadership of the Head of SEN/Assistant SENCO. To provide support for allocated students across a range of subject areas. To promote whole school inclusion strategies

Duties and Responsibilities

- 1 Work closely with the class teacher in preparing and differentiating resources, ensuring students are aware of, and working effectively towards, their targets.
- 2 Encourage students to interact with others and engage in activities led by the teacher whilst promoting independence.
- 3 Promote productive relationships with students, acting as a role model, providing pastoral care, support and guidance as required.
- 4 Support the teacher in promoting the inclusion of all students within the classroom.
- 5 Provide adequate feedback on the progress students have made in groups under your supervision.
- 6 Monitor student response to learning activities and provide direct feedback and challenge to students.
- 7 Monitoring individual student needs and reporting these to the appropriate staff, liaising with parents/carers and external agencies as required. Act as designated Key Worker for nominated student(s).
- 8 Take an active role in identifying own personal development objectives, as part of the school's appraisal system and attend training, meetings and briefings as directed.
- 9 Contribute to the management of student behaviour.

- 10 Working 1 to 1 or with small groups for intervention and/or other group work (e.g. breakfast & lunchtime clubs, literacy and nurture groups, after school clubs).
- 11 Contributing to record keeping and Annual Reviews, including attending meetings where appropriate.
- 12 Undertake associated administrative duties including, but not limited to, typing, filing, photocopying
- 13 Carry out any other duties that may reasonably be regarded as within the nature of the duties, responsibilities and grade of this post.

Methods of Working:

- 1 To understand and comply with the School's Child Protection Policy/Guidelines.
- 2 To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- 3 To understand and comply with the School's Equal Opportunities Policy in the performance of duties and responsibilities.
- 4 To understand and comply with the Schools Health and Safety Policy in the performance of duties and responsibilities.
- 5 To understand and comply with all other relevant school policies.
- 6 To carry out any other reasonable duties and responsibilities within the overall function of the post, commensurate with the level of responsibilities of the post.

Signed:.....Staff

Date:.....