

Post:	LEARNING SUPPORT ASSISTANT
Responsible to:	Special Educational Needs Coordinator
Grade:	Single Status C
Terms:	31.25 hours x 39 weeks [08:35 – 15:20 with 30 minutes for lunch]
Overall purpose:	To provide support and assistance to students within the classroom situation and at break and lunchtime if appropriate
Job description:	The job description will be reviewed regularly to reflect or anticipate changes in the job, commensurate with the salary and areas of responsibility

#### With the teaching staff the post holder will:

- help to deliver the Sponsor's vision and translate into practice the underpinning Christian values and moral purpose of the Academy
- establish and maintain effective relationships and communication with parents and students
- help to promote the Academy's policies
- help to develop a learning culture with high expectations in a safe and secure learning environment

#### Specific responsibilities:

- to promote appropriate professional development through your own personal learning and support for colleagues
- to stimulate learning in a group situation, or on a one-to-one basis. This may include the use of computer equipment, reading practice or assistance in a practical situation
- to work with teachers in the learning community to ensure that lesson objectives, content and activities are understood
- to adapt materials if appropriate for individual student use
- to assist in the assessment and target setting of the students and liaise with parents as and when required
- to help to promote and foster good relationships so that students with special educational needs are socially well integrated
- to assist students to carry out activities and programmes set by teaching staff
- to assist, if appropriate, in the supervision of children during break and lunch times
- to liaise as requested with agencies associated with the well-being of the child e.g. social workers
- to keep up to date on developments in the English curriculum
- to accompany a child to hospital in emergency if necessary and possible

Personnel:

- to take part in an annual staff performance review with the line manager
- to establish and maintain effective relationships and communication with all staff at the Academy
- to accompany teachers and classes on educational visits as required
- to work alongside a teacher to be a support tutor
- to register attendance at the Academy while on site to comply with Health & Safety regulations

Name of Post Holder:	
Signature of Post Holder:	Date:
Signature of Line Manager:	Date: