

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: