



## **The John Fisher School**

### **JOB DESCRIPTION**

**POST:** Learning Support Assistant

**PAY RANGE:** 1c/3 Point Range 2 - 6

**RESPONSIBLE TO:** SENCo

#### **Purpose of the Job**

To work under the direction of the SENCo.

To assist in the support and inclusion of SEN students within the School by supporting the work of the Senior Leadership Team, the Learning Support Team and subject teachers.

To work under guidance to help safeguard and promote the welfare and personal care of students with regard to the Every Child Matters agenda and Area Child Protection Procedures.

#### **Duties**

- **Support for Students**

Assist the SENCo/Senior LSAs in creating resources for SEN students as necessary.

Accompany SEN students on off-site visits as necessary.

Respond to individual student needs, including SEN students.

Liaise with parents/carers on minor issues as directed by the SENCo/Senior LSAs.

- **Support for Teachers**

Work with students providing in-class and withdrawal support for individuals and small groups of students, under the direction of the teacher.

Assist subject teachers to differentiate for SEN students.

Under the direction of the teacher, assist students in the areas of physical, emotional and behavioural development.

Report any incidents of disruptive behaviour by students to the appropriate colleagues.

Support colleagues in providing a safe learning environment.

- **Support for the Curriculum**

Work with colleagues in addressing the needs of the SEN students in the school and the quality of teaching and learning.

Attend Annual Review meetings and submit information as requested by the SENCo.

Use ICT effectively to support learning activities.

Plan own support timetable in collaboration with the other LSAs and with support from the SENCo/Senior LSAs.

To be linked to a department/specialism after discussion with the SENCo and attend departmental meetings during school time as appropriate and as requested by the SENCo.

Attend relevant CPD courses.

- **Support for the School**

Work with and act upon the guidance provided by colleagues and other professionals such as the Speech and Language Therapist and Educational Psychologist amongst others.

Support examinations by invigilating, acting as scribe or reader, or any other support as directed by the SENCo.

Comply with school policies and procedures in all areas particularly the SEND policy, Child Protection and Safeguarding policy, Health and Safety policy, GDPR policies and the Equalities & Diversity Statement.

Arrive in class on or before the start of lessons.

Set a good example in terms of personal presentation, attendance and punctuality.

To work under guidance to help to safeguard and promote the welfare and personal care of students with regard to the Every Child Matters agenda and Area Child Protection Procedures.

Support colleagues by helping to create a safe learning environment.

Contribute to the ethos of the school.

**Carry out any other duty deemed reasonable and which is commensurate with the scale as requested by SLT and/or the SENCo.**