



Fulbrook

Your School for Life

JOB DESCRIPTION

JOB TITLE:	Learning Support Assistant
RESPONSIBLE TO:	SENCo / Head Teacher
JOB PURPOSE:	Under the direction of SENCo / teaching staff, to assist with the care of individual or groups of students, to support their learning and development and ensure their safety.

Main duties and responsibilities:

Support for students

1. To promote and support the inclusion of all students in the learning activities in which they are involved.
2. Plan, deliver and assess small group or one to one interventions as directed by the SENCo or subject teachers.
3. Communicate effectively with parents and carers of students you will be supporting.
4. To attend to the educational, personal and social needs of students and any other requirements depending on an individual student's special needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary).
5. Under agreed school procedures, assist with programmes of special care such as physiotherapy or speech therapy under the direction of the appropriate specialist.

Support for Teachers

1. To assist teachers with educational activities in the classroom to support students' learning and development.
2. To work with individuals and groups to support expectations of acceptable personal and social behaviour and on basic tasks, to help to make these part of the learning experience
3. To assist with record-keeping on students as required, including information on student progress.
4. To assist the class teacher in delivering provision plans and target setting as required.
5. Provide verbal and written feedback and review for teachers and outside agencies as required.

Support for the school

1. To work effectively with colleagues as part of a team; at all times working within the school's policies and procedures.
2. To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the Head Teacher/SENCo.

3. To attend staff meetings, participate in appraisal arrangements and undertake training and development activities.
4. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
5. To undertake tasks of a similar nature and level, as directed by the Head Teacher/SENCo.
6. **Please note part of the working hours includes a 20-minute lunch duty each day.**

PERSON SPECIFICATION: Learning Support Assistant

Attributes	Essential	Preferred
Education / Qualifications	<ul style="list-style-type: none"> • Educated to GCSE level or equivalent in English • and Maths 	<ul style="list-style-type: none"> • NVQ Level 2 in relevant subject
Experience	<ul style="list-style-type: none"> • Previous experience of working with children in an educational setting 	<ul style="list-style-type: none"> • Experience of working in a secondary/upper school setting and supporting children with communication and interaction needs and/or social, emotional and mental health needs.
Knowledge / Understanding	<ul style="list-style-type: none"> • Understanding the needs of children in an educational setting • Basic IT skills 	<ul style="list-style-type: none"> • Knowledge of how children learn • Ability to use technology to track and review student progress
Skills	<ul style="list-style-type: none"> • Ability to work collaboratively with others. • Willingness to undertake training as required to support students/school needs 	<ul style="list-style-type: none"> • Current first aid qualification. • Up to date or relevant CPD to working with young people with special educational needs and disabilities
Personal Characteristics	<ul style="list-style-type: none"> • Willingness to be flexible • Punctual and reliable • Commitment to equality principles • Ability to meet the physical needs of the students 	
Other	<ul style="list-style-type: none"> • Will be required to undergo an Enhanced DBS (Disclosure and Barring Service) Check 	