



Job Description – Learning Support Assistant

Responsibilities:

The position is to predominantly support a small number of students on a 1-to-1 basis. A general outline of the key responsibilities of the position are shown below.

Reporting to:

The Special Educational Needs Coordinator (SENCO)

In relation to the individual student:

- To develop an understanding of the special educational needs of the student concerned.
- To help build the student's confidence and enhance self-esteem.
- To build and maintain successful relationships with the respective student.
- To develop study and organisational skills.
- To help keep the student on task and to build motivation.
- To communicate with parents as and when necessary.
- Advise parents if external assessment or expertise is required.

In relation to the Teacher:

- To have formal and informal meetings with teachers to contribute to planning lessons and activities.
- To help prepare the respective student beforehand for a task.
- To advise teachers on implementing specific teaching programmes.

In relation to the School:

- To work as part of the team in relation to the individual student.
- Liaise with the Special Educational Needs Coordinator (SENCO).
- To keep appropriate confidential records of each individual student.
- To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.
- To identify personal training needs.
- Any other tasks requested by the school management that falls within the demands of the post.

Other Responsibilities:

- Actively support and adhere to the Child Protection Policy, including attending annual training.