

JOB DESCRIPTION: Learning Support Assistant

LINE MANAGER: Director of Student Services

SALARY: TA Scale

**JOB PURPOSE**

Learning Support Assistants at BISR under the instruction and guidance of the Director of Student Services, Head Teacher, SEN Teacher or Class Teacher are to assist in providing appropriate support to students with special educational needs (SEN), specific learning difficulties (SpLD) or students who have learning needs or gaps.

Learning Support Assistants at the BISR, under the instruction/guidance of Director of Student Services or SEN teacher are expected to contribute towards providing high quality education for all students in their care and to improving the quality of learning and standards of achievement. They should conduct themselves in an appropriate professional manner at all times to support and foster the aims of the school and the BISR Vision and Mission Statement.

This job description sets out the main roles and responsibilities of a Learning Support Assistant at BISR.

**JOB ACCOUNTABILITIES**

* To be an integral part of the Learning Support Department and support the Director of Student Services and SEN Teacher
* To maintain strict confidentiality of all students’ personal and educational information. All employees are required to work in a confidential manner in all aspects of their work
* To promote and enhance the learning and teaching experiences of SEN students in a range of different contexts including supporting within class, small groups or 1:1 sessions
* To plan and deliver a wide variety of subject matter and subsequently, assess and monitor the impact of the provision
* To follow and implement programmes of work provided by the Director of Student Services or SEN teacher
* To work and build relationships with SEN students, to help the students overcome barriers to learning and supporting them to maximise their learning potential
* To promote a ‘working together’ approach with teachers, the parent/carers and families
* A commitment to pastoral care, collaborative teamwork and flexible working with the student central to every decision made.
* To positively influence and make a difference to the lives of the students you work with

**Teaching and Learning**

* Assist in the educational and social development of pupils under the direction Director of Student Services and SEN Teacher
* Assist in the implementation of Individual Education Plans (IEPs) for students and help monitor their progress.
* Provide support for groups of students and for individual pupils, within the classroom setting and in their smaller provision groups, to enable them to access the curriculum and to promote pupil progress (including social, emotional and behavioural development) and learning
* To implement the advice and programmes of work, as directed by the Director of Student Services and SEN teacher
* Support pupils with a variety of SEN to help them to reach their learning potential
* To understand and work with different learning styles, with the emphasis on personalised learning
* To contribute effectively in the selection and preparation of teaching resources to meet the diversity of pupil’s needs and interests
* To evaluate pupils’ progress through a range of assessment activities and monitor pupils’ participation, progress and responses to learning
* To maintain and analyse records of pupils’ progress within the lessons and focus groups taught
* To assist students to make a successful transfer between educational establishments and transition at key stages in their learning
* Use a range of strategies to provide a purposeful learning environment and promoting good behaviour

**Support the teacher by:**

* Knowledge of lesson plans in order to adjust learning activities as appropriate
* Providing objective and accurate feedback to staff assisting in the development and implementation of appropriate strategies
* Demonstrating a good understanding of child development and learning
* Demonstrating a general understanding of the National Curriculum and specific knowledge of their particular Key Stage or subject area
* Being familiar with age-related expectations of students, the main teaching methods and the assessment /examination framework in the age range or subjects in which they are involved
* Knowing and accommodating the key factors that can affect the way students learn
* Understanding the aims, content, teaching strategies and intended outcomes for the lessons in which they are involved and an understanding of the place of these in the related teaching programmes
* Being familiar with health and safety issues and positive behaviour management plans

### Support the student by:

* Setting challenging and demanding expectations, which promote self-esteem and independence.
* Providing constructive feedback to students in relation to progress and achievement under the guidance of the teacher
* Using positive behaviour management strategies in line with the school’s policy and procedures
* Using clearly structured teaching and learning activities that interest and motivate students and support their learning
* Assisting in clarifying and explaining instructions and in developing appropriate resources to support the students
* Ensuring that the student/s is/are able to use the appropriate equipment and materials provided
* Motivating and encouraging the student/s as needed
* Be able to meet the student/s’ physical needs as may be appropriate and required whilst encouraging independence

##### Support the school by:

* Being aware of, and comply with, school policies and procedures
* Contributing, in whatever ways possible, to the overall ethos, aims and work of the school
* Appreciating and supporting the role of other professionals
* Being aware of and supporting difference and ensuring all students have equal access to opportunities to learn and develop
* Attending all relevant meetings as required
* Participating in training, other learning activities and performance development as required
* Assisting with the supervision of students out of lesson times, including break times as required
* Accompanying teaching staff and students on visits, trips and out of school activities, as required
* Participating in the School's performance management process
* Undertaking any other duties that the Director of Student Services may reasonably direct
* Supporting in developing a relationship to foster links between home and the School

**Specific Departmental Responsibilities**

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| * To assist in maintaining the student/s’ progress records
* To assist the Director of Student Services in providing the classroom teacher and/or parents with regular feedback about the student/s
* To liaise with, consult or inform SEN teacher regarding student/s’ progress
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**KEY EXPECTATIONS**

All staff are expected to:

* Be aware of and committed to the mission, vision, values and all associated school policies
* Take an active role in the development and implementation of school policies and in the whole life of the School
* Ensure that there are equal opportunities for all
* Follow school procedures as outlined in the staff handbook

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| Signed by post-holder | Signed by line manager | Date | To be reviewed |
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