CHILTERN HILLS ACADEMY

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Job Description

TITLE:	**Learning Support Assistant**
GRADE:	**Bucks Pay Scale 2, (£19,467 - £21,879 pro rata)**
RESPONSIBLE TO:	**Director of Learning Support (SENDCo and Attendance)**
PATTERN:	**TBC 8.30 – 3.30 daily**
PRIMARY PURPOSE:	**To support the learning and progress of our students** **To work as an effective member of the Learning Support Team**

MAIN DUTIES AND RESPONSIBILITIES

- To work with students and teachers to develop strategies to help students with Special Educational Needs to make outstanding progress in their learning.

The above responsibilities will be worked out within the following guidelines:

1. Team Working

- Attending scheduled meetings
- Attending to own professional development needs and supporting others in theirs
- Actively seeking to develop professionally
- Participating in the school's appraisal processes.

2. Supporting learning

- Working co-operatively with members of the teaching staff
- Monitoring the progress of vulnerable students and those with Special Educational Needs through intervention within the classroom
- Assisting in the design and production of differentiated materials
- Assuming a pastoral responsibility for students, motivating within a work environment and encouraging an acceptance of personal responsibility
- Supporting individual students, addressing the requirements of their educational health and care plan (EHCP) and attending Annual Reviews for those with EHCP's when necessary
- Occasionally supporting students with physical disabilities
- To oversee after-school support for targeted students, including literacy and numeracy support

3. Communication

- Working within the school's Health and Safety Policy
- Assisting in administrative tasks to support the department's work
- Keeping student records up to date
- Keeping the SENDCo or Deputy SENDCo aware of students and issues causing concern

This job description is intended to convey information essential to understanding the scope of the job and the general nature and level of work performed by job holders within this role. It is not intended to be an exhaustive list of skills, efforts, or duties associated with the position. There may be a requirement to undertake other duties reasonably required by the line manager/Principal (and after discussion with the post holder) provided the task is commensurate with the post holder's core skill competencies, knowledge and experience in the role.

CONDITIONS OF EMPLOYMENT

This Job Description also includes the Conditions of Employment as set out in the Pay & Conditions of Service document.

PERSON SPECIFICATION

ESSENTIAL:

- Academically well qualified
- Ability to relate well to young people
- Experience of working with students
- Good interpersonal skills
- Energy, drive and commitment

DESIRABLE:

- A relevant qualification – Level 3 and beyond
- Ability to work on own initiative
- Good organisational skills
- Enthusiasm for supporting in class and the ability to encourage high expectations in students
- Ability to work creatively and energetically, both individually and as part of a team
- Relevant and recent professional development
- Warmth and a sense of humour.