



## JOB DESCRIPTION

<b>Designation of Post:</b>	Learning Support Assistant Level 3: Literacy	Pay Scale	Band F
<b>Responsible to:</b>	Head of Learning Support (SENCo)		

<b>Main duties</b>	<p>To plan and deliver Literacy intervention to individuals and small groups of differing abilities</p> <p>To support students with SEND in-class, to access the curriculum and make progress</p>
<b>In-class support</b>	<p>To work closely with the class teacher to establish a safe, positive, inclusive learning environment</p> <p>To be familiar with the profiles of all students on the SEND register</p> <p>To support students to achieve learning goals and make progress, adjusting activities and strategies according to student learning styles and abilities</p> <p>To help create and prepare relevant resources appropriately differentiated for students with SEND</p> <p>To promote independence and employ strategies to recognise and reward achievement and self-reliance</p> <p>To provide feedback to students in relation to progress and achievement</p> <p>To establish productive working relationships with students, acting as a role model and setting high expectations</p> <p>To encourage students to interact and work co-operatively with others and engage all students in activities</p> <p>To promote positive values, attitudes and good student behaviour, dealing promptly with incidents in line with established policy</p> <p>To monitor students' responses to learning activities and provide feedback to teachers</p> <p>To liaise with teachers before and after lessons to plan and feedback next steps, keeping up to date records of planning and assessment</p> <p>To set out, prepare, tidy and clean equipment after use. Assist in the general preparation and tidying of the classroom.</p>
<b>Intervention</b>	To plan and deliver effective Literacy intervention lessons to individuals and/or small groups of students at both key stages 3 and 4 under direction from

	<p>Head of Learning Support (SENCo).</p> <p>To assess and record students' progress and feedback to Head of Learning Support (SENCo), class teachers and parents</p> <p>To contribute to the planning, development, implementation and evaluation of intervention programmes and provide guidance/training to other team members as required</p>
<p><b>Additional duties</b></p>	<p>To have regard for the safety and well-being of students at all times</p> <p>To plan and deliver other intervention programmes to individuals and/or small groups to support the progress of students with SEND as required under direction from Head of Learning Support (SENCo),</p> <p>To meet with parents alongside the Head of Learning Support (SENCo) to discuss progress and provision, taking minutes and carrying out follow-up action as necessary</p> <p>To be aware of all students with a Student Medical Plan and be familiar with the daily management and procedures in each plan</p> <p>To assist with the supervision of students by carrying out duties before school at Breakfast Club, at breaktime, at lunchtime and after school at clubs as required</p> <p>To assist in the supervision of students on outings and visits as required</p> <p>To assist with the delivery of Access Arrangements for examinations</p> <p>To attend appropriate staff meetings/training as required</p> <p>To regularly access and contribute to whole school staff communication tools including email, IRIS and Blue Sky</p> <p>To ensure knowledge of all whole school policies and implement them as relevant to their role in the life of the school, promoting the ethos of the school</p> <p>To gather information from and report information to parents/carers as requested</p> <p>To work alongside other professionals in assessing students' progress/needs</p> <p>To maintain confidentiality in relation to all work undertaken and departmental information</p> <p>To carry out other duties commensurate with the grading of the post as may be determined by the Headteacher from time to time</p>

## Person Specification

<b>Post Title</b>	Learning Support Assistant Level 3 – Literacy
<b>Qualifications</b>	At least 5 GCSE grade Cs or above (or equivalent) including English and Maths or a willingness to achieve this within 2 years of appointment  At least NVQ 3 for Teaching Assistants (comparable alternative qualifications will be considered)
<b>Experience</b>	Experience of working with young people with SEND within an education environment  Experience of delivering Literacy intervention programmes to students with SEND and/or of differing abilities
<b>Professional knowledge and understanding</b>	An understanding of the role played by adults in safeguarding young people  An understanding of relevant policies/ codes of practice and awareness of relevant legislation  Knowledge of how to remove barriers to learning for students with a wide range of SEND (Cognitive Learning difficulties, Autistic Spectrum Conditions, Communication and Language needs, Social and Emotional Development needs, Physical and Sensory needs) or of differing abilities  Evidence of specialism in specific curriculum areas or areas of particular learning difficulty
<b>Skills and attributes</b>	Ability to build relationships with young people  Sensitivity to the varying needs of young people  Excellent oral and written communication skills  Effective use of ICT to support learning  Excellent organisational and administrative skills
<b>Personal Qualities</b>	Excellent attendance record  Good team member  Able to use initiative  Flexible and adaptable  Ability to set and maintain standards as a role model for students  Willingness to participate in the wider life of the school  A commitment to personal professional development  Strong educational principles, centred on total inclusion and equality  High levels of emotional intelligence, honesty and professional integrity  Demonstrate a willingness and ability to improve own practices and to act on feedback