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| Job Title: Learning Support Assistant | Scale: SCP 5 |
| Department: Support staff | Basic hours: 33  Working Pattern: 8.25am – 4.00pm  Break: 20 minute unpaid coffee break  Lunch: 40 minute unpaid lunch break  Term time only |
| Reports to: SENCO | Revision date: December 2019 |

**Position Overview**

**To support and promote the development and learning of children with a variety of academic, physical, emotional, behavioural and social needs.**

**To assist teachers in providing a learning environment that enables all children to access the curriculum and learn to the best of their ability whilst supporting the aims of the school outlined in the school/learning teams philosophy statement.**

**Essential Job Functions**

* Support students access to the curriculum, help learning particular lessons or small group session.
* Provide support as indicated by student net e.g. language assistance/reading support.
* To work with individuals or groups of children, as directed by the class teacher and/or SENCO, to support learning across the whole curriculum (this may include the supervision of a classroom for periods of time).
* To establish supportive, caring and secure relationships with the students promoting respect, self-esteem and a positive ethos.
* To develop your own knowledge and understanding of specific academic, physical and emotional/social/behavioral needs of individuals and groups of children and respond to them effectively.
* To support class teachers to design, create and produce learning activities, materials and resources to support aspects of the curriculum or particular learning outcomes, and to assist and support children in using them.
* To contribute to monitoring and recording students’ progress, provide effective feedback and safeguarding concerns, maintaining records and providing relevant feedback to teachers.
* To liaise with outside agencies, where appropriate, in respect of individual children.
* To assist with general school duties which may include setting up classrooms, preparing resources and displays, tidying and clearing away, supervision of children during break times and supervision of children entering and leaving school premises.
* Maintain confidentiality at all times in respect of school related matters and to prevent disclosure of confidential and sensitive information.
* To undertake any other such duties deemed appropriate for this, or similar pay grade.

**Requirements**

**ESSENTIAL**

* Reliable and punctual
* Flexible
* Firm but fair
* Confident
* Able to remain calm under pressure
* Good team player
* Good inter personnel skills and communication
* GCSE A-C Mathematics and English or equivalent
* Enhanced DBS check

**DESIRABLE**

* Previous experience of working with AEN students
* Previous experience of working with young people
* Previous experience of working within a school