



Carshalton Boys Sports College

Winchcombe Road
Carshalton
Surrey
SM5 1RW

Job Description

Job Title:	Learning Support Assistant
Pay Scale:	APT&C Scale 1c/3, Points 2 - 6 FTE £21,029-£22,585 Actual £18,064 - £19,401
Hours of Work:	36 hours per week, Term Time +1, Monday to Friday (rota basis between hours of 08.00am and 16.00pm)
Breaks:	Monday to Thursday – 7¼ hours with 45 minute break Friday – 7 hours with 45 minute break (finish at 3.45pm)

Core Purpose

To support students with Special Educational Needs, disabilities and Social, Emotional and Mental Health (SEMH) needs, whilst contributing to the development of the Learning Support Department.

Accountable to

SEND Co-ordinator

Key Duties

- Supporting access to learning for students (in class or 1:1 situations) under the direct supervision of the class teacher and/or SENDCo in order to maximise achievement.
- Providing general support in classroom management, including students' learning and behaviour.
- To help build the student's confidence and enhance self-esteem.
- To monitor the social, emotional and physical wellbeing of the student.
- Contributing to the overall ethos, work and aims of the school.

Teaching and Learning

- Provide structured support for learning in accordance with SOWs/lesson plans
- To support and facilitate inclusion by encouraging participation of all pupils in learning and extracurricular activities.
- Actively monitor and support the learning and progress of SEN students in the class
- Support the development and implementation of targets for individuals/groups of students
- Assist in promoting positive pupil behaviour
- Use ICT skills to advance pupils' learning.

- Undertake any other relevant duties given by the class teacher.

Planning

- Read and understand lesson plans shared prior to lessons, if available
- Prepare the classroom for lessons

Working with colleagues and other relevant professionals

- Monitor and keep accurate records of support for feedback
- Communicate effectively with other staff members and pupils under the direction of the SENCo
- Collaborate and work with colleagues and other relevant professionals within and beyond the school
- Develop effective professional relationships with colleagues

General

- Attend parents’ evenings, open days and meetings with parents/carers and other professionals as required.
- To assist with students on educational visits and participate in extra-curricular activities as required.
- Invigilate school and public examinations and tests as required.
- Attend relevant meetings and training sessions.
- Comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Keep abreast of developments and changes in her/his field and communicate to colleagues as appropriate.
- To play a full part in the life of the school community, supporting its mission & ethos.

Additional Duties

You maybe required carrying out additional duties, as the Principal/SENDCo may reasonably request from time to time.

Employees have a high degree of responsibility for the children and young people that they will come into contact with.

Equal Opportunities

To ensure, that the spirit of the School policy is implemented.

Signed:.....

Print Name:.....

Date:.....

Person Specification for Learning Support Assistant

Qualifications

- Educated to at least GCSE grade C standard or equivalent in English or Mathematics
- Desire to work towards a qualification in Learning support or Teaching Assistant or Supporting Teaching and Learning qualification

Experience and Knowledge

- Previous experience of working with children and supporting them in an educational environment
- An interest in how children learn and behave

Skills and Abilities

- Ability to build and form good relationships with students, parents/carers and colleagues.
- Ability to work constructively as part of a team, understanding school roles and responsibilities, including own
- Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students, parents/carers and other professionals
- Ability to use a range of ICT packages and equipment effectively to support learning
- Ability to adapt quickly and effectively to changing circumstances/situations.

Personal

- A diplomatic and patient approach.
- Able to appropriately deal with confidential information/situations
- Efficient and meticulous in organisation.

Other

- Commitment to working within the School's Child Protection Policy
- Commitment to high standards and expectations
- High levels of professional integrity, energy and enthusiasm
- Flexibility to undertake any role
- A good sense of humour