

JOB DESCRIPTION

Post Title: Trust Learning Support Assistant (SEN)	Director/Service/Sector : Children's Services		Office Use
Grade: Band 3	Workplace: Hexham Middle School and Queen Elizabeth High School, Part of Hadrian Learning Trust.		JE ref: HRMS ref: S1024
Responsible to: SENDCO and Trust Business Manager	Date: Jan 18	Manager Level:	
Job Purpose: To work under the direct supervision of teaching/senior staff, usually in a classroom with a teacher, to support access to learning for pupils and provide general support to the teacher in the management of pupils in the classroom			
Resources	Staff	None	
	Finance	Collecting Money	
	Physical	School and Classroom Resources, Specialist Equipment (SEND Students)	
	Clients	Teachers, Individual Students, Parents and Other Professionals	
Duties and key result areas:			
Support for Pupils			
<ol style="list-style-type: none"> 1. Attend to the personal needs of pupils including the implementation of personal learning programmes that may include social, health, physical, hygiene and welfare objectives. 2. Supervise and support students with special educational needs in their access of learning. 3. Establish good relationships with pupils, acting as a role model and responding to the needs of each individual student. 4. To actively promote inclusive practice within the classroom setting to ensure acceptance of all students. 5. Encourage students to interact with one another. 6. Encourage students to engage in, and participate in learning activities lead by the subject teacher. 7. To encourage students to act independently as appropriate 8. To assist SEND students on arrival and departure from school as required 			
Support for the Teacher			
<ol style="list-style-type: none"> 1. Report to the subject teacher, as agreed, on: <ol style="list-style-type: none"> a. • Pupil problems b. • Pupil progress c. • Pupil achievements 2. Undertake the maintenance of pupil records as directed and where appropriate by the subject teacher and SENDCO. 			

3. Support the teacher in the management of pupil behaviour.
4. Contact with parents and carers as directed by SENDCO.
5. Provide information to parents and carers as directed by SENDCO.
6. To work effectively as part of the SEND Team and with other teaching staff in addressing the special needs of students in mainstream as directed by the SENDCO or Senior LSA(SEND)
7. To act upon guidance provided by members of the SEND team and other professionals
8. To attend SEND review meetings when requested.

Support for the Curriculum

1. Help pupils to understand instructions.
2. Support pupil learning with respect to all of the local and national learning strategies.
3. Support pupils in their use of ICT as directed by the subject teacher and SENCO.
4. Prepare and maintain equipment and resources as directed by the subject teacher and SENCO.

Support for the School

1. Comply with all school policies relating to:
 - a. Health and Safety
 - b. Equal Opportunities
 - c. Child Protection
 - d. Confidentiality and data protection.
2. Work in such a way that you promote the ethos and vision of the school.
3. Participate in training and development and activities that contribute to the management of performance.
4. Assist with the management of pupils outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management..
5. To undertake other duties and responsibilities as required commensurate with the grade of the post.

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Work Arrangements	
Transport requirements:	None
Working patterns:	Normal hours
Working conditions:	Mainly indoors

PERSON SPECIFICATION

Post Title: Trust Learning Support Assistant	Director/Service/Sector: Children's Services	Ref:
Essential	Desirable	Assess by
Knowledge and Qualifications		
Good numeracy and literacy skills (Level 2);	Completion of DCSF Teaching Assistant Induction Programme; NCFE Certificate for Teaching Assistants Knowledge of KS3 and 4 curriculum Knowledge of strategies to support learning	(a), (i), (t)
Experience		
Working with or caring for children of high and middle school age.	Experience of working with young people with behavioural/emotional/social difficulties	(a)
Skills and competencies		
Basic ICT skills Can relate well to both young people and adults Basic Office skills e.g. photocopying, filing Ability to self motivate Can work as a member of a team and independently		(a), (r)
Physical, mental and emotional demands		
Emotional resilience Ability to work flexibly		
Other		
Willingness to participate in training and personal development		(i)

Key to assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests (q) personality questionnaire (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits