

Job Description
Learning Support Assistant – Level 3
(Fixed-term appointment)

Post Title:		Learning Support Assistant - Level 3
Purpose:		To support teaching and learning for students with Special Educational Needs.
Reporting to:		SENDCO
Liaising with:		SENDCO, other staff, pupils, external agencies
Working Time:		31.5 hours per week to be worked Monday to Friday during term-time (including Inset days). The role may be worked on a part-time/job-share basis.
Salary/Grade:		£12,001 to £12,434 per annum for 31.5 hours dependent upon experience (£9.18 to 9.55 per hour).
Disclosure level		Enhanced
MAIN (CORE) DUTIES		
Operational		<ul style="list-style-type: none"> • Encourage students to complete their work • Support specific children with special needs within the mainstream classroom • Be conversant with the spectrum of Special Educational Needs • Consult with teachers regarding the content of lessons and students' particular needs • Work with the SENDCO to plan and organise their timetable • Encourage students with behaviour issues to interact with others in a more socially acceptable manner • Keep a log of specific work when required • Join the rota for supervision of S3 during non-structured parts of the day (ie. break, lunch, before school etc) • Assist with developing and updating resources for pupils on the intranet and for lessons • Undertake other departmental tasks in support of Special Educational Needs as required
Additional Duties		<ul style="list-style-type: none"> • Promote, reinforce and model the school's commitment to safeguarding and promoting the welfare of children and young people. Safeguarding is everyone's responsibility. • Play a full part in the life of the school community, to support its distinctive mission and ethos and to encourage staff and students to follow this example • Promote actively the school's corporate policies • Continue personal professional development as agreed including attending training sessions or training courses even when these may be outside duty days • Undertake other responsibilities as determined by the Headteacher,

		following consultation
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Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. A review of the post and its responsibilities will be undertaken periodically and may result in modification to the tasks of the post holder.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.