



# GRAYS CONVENT HIGH SCHOOL

## JOB DESCRIPTION

**JOB TITLE:** Learning Support Team

**BAND:** 2

**RESPONSIBLE TO:** Special Educational Needs Co-ordinator

### JOB PURPOSE:

To play a full part in the life of the school community, to support its distinctive Catholic mission and ethos and to encourage staff and pupils to follow this example.

To enable access to learning by supervising and assisting pupils (one to one and in small groups) across a wide range of subjects and supported learning activities.

To promote the development of the physical and mental well-being of pupils as directed by the Teacher

To assist in study skills including intervention groups

To contribute to the effective organisation of the school with administrative and clerical support

Support and contribute to the overall ethos/work/aims of the school

### ACCOUNTABILITIES

To actively promote the School's Equal Opportunities Policy and Diversity Strategy and observe the standards of conduct which prevents discrimination taking place.

To maintain awareness of and commitment to the School's Equal Opportunity Policies in relation to both employment and service delivery.

To fully comply with the Health & Safety at Work Act 1974 etc, the School's Health & Safety Policy and all locally agreed safe methods of work.

To participate in employee development and training and Performance Management and contribute to the identification of own team development needs.

To be committed to safeguarding and promoting the welfare of children and young people. The school expects all staff and volunteers to share this commitment.

### PRINCIPALTASKS

- To support pupils with an Education HealthCare plan (EHCP)/Learning Difficulties and Disabilities across a wide range of subjects and supported learning activities in the classroom or in another location in the school.
- To support individuals and groups of pupils, ensuring their safety and access to learning activities, encouraging them to become independent learners within their own capabilities.

- To facilitate and actively encourage independent communication with peers.
- To employ appropriate support strategies to raise standards of achievement and self- confidence.
- To establish and develop a productive working relationship, acting as a role model.
- To interact with and respond positively to children, young people and adults, valuing people equally.
- To show sensitivity to the physical and emotional well-being and needs of individual pupils.
- To assist with the provision and preparation of learning activities and resources required to support lesson plans and learning outcomes (e.g. provision of electronic spellchecker, photocopying).
- To liaise with the pupil's subject teachers and monitor learning against learning outcomes. Inform the teacher of progress/problems as necessary.
- To facilitate reading/literacy groups during library lessons and assist with the development of numeracy skills.
- To facilitate small group intervention sessions for Key Stage 3 pupils, supporting in Literacy/Numeracy
- To support SEND pupils in KS3 & KS4, during intervention sessions
- To offer homework support to SEN pupils in Key Stage 3/4, during intervention sessions
- To prepare and deliver specific resources to pupils who are working towards achieving Entry Level Certificates in relevant subjects.
- To assist Year 11 pupils with their 6<sup>th</sup> Form/College applications.
- To be aware of and file updated Medical Health Care Plans in LSA base.
- To undertake First Aid training.
- To liaise with parents/carers daily/weekly via Home Contact Book.
- To participate in school trips and activities.
- To participate in Year 6 Induction Days.
- To attend relevant meetings and training courses as and when necessary.
- To participate in Performance Management.

**This job profile has been discussed and agreed between the employee and the Headteacher. It reflects the key areas of accountability for the post holder.**

**Both parties recognise that a job profile does not encompass everything a post holder is required to do and that the needs of the School will change over a period of time.**

**Confirmation of discussion and agreement between the Headteacher and the employee that this represents the role of the employee.**

<b>Employee</b>	<b>Headteacher</b>
<b>Name</b>	<b>Name</b>
<b>Signed</b>	<b>Signed</b>
<b>Date</b>	<b>Date</b>



## GRAYS CONVENT HIGH SCHOOL

### PERSON SPECIFICATION

**JOB TITLE:** Learning Support Assistant (Band 2)

**INFORMATION FOR CANDIDATES:** The person specification provides an outline of the experience, skills and abilities we expect the successful candidate to possess. You should match your own skills, experience and abilities to those listed below. Tell us in what way you have carried out the criteria asked for. People with disabilities will be offered an interview where they meet the Essential Criteria alone.

Criteria	√ Essential Where relevant	√ Desirable Where relevant
<b>Skills and abilities:</b> Patience and understanding  Excellent communication skills, both written and verbal  Ability to work as part of a team  Flexibility and willingness to undertake a range of tasks in a friendly, timely and efficient manner  Methodical, with sound organisational and interpersonal skills  Effective use of ICT	 √  √  √  √  √  √	
<b>Specialist Knowledge:</b> First Aid Certificate		√
<b>Experience:</b> Knowledge of support devices and learning aids or willingness to train  Working with people with learning difficulties and/or disabilities  Knowledge of clerical and administrative procedures		 √  √  √
<b>Education/Qualification:</b> GCSE Maths or equivalent GCSE English or equivalent National Numeracy Test or equivalent National Literacy Test or equivalent NVQ Level 2 for Teacher Assistants or equivalent	√	 √ √ √ √