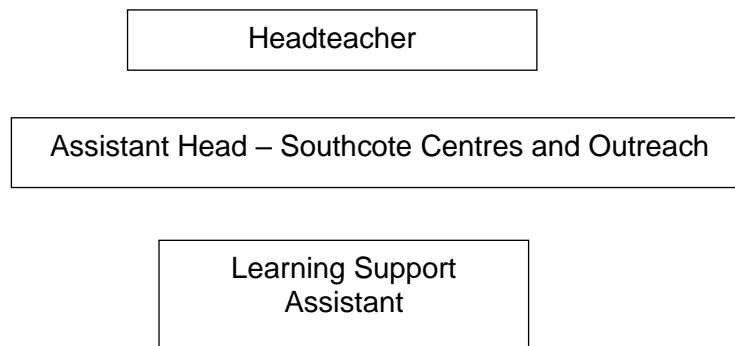




JOB DESCRIPTION

Job Title:	Learning Support Assistant	Location:	Philip Southcote School@ Chertsey High School
Reports To:	Assistant Head		
Grade:	S5	Salary:	£16,125 - £17,799 (Actual) £21,593 - £23,834 (FTE)
Employment Status:	Permanent	Hours of Work:	31.25hrs per week Term Time plus 5 Inset Days
School Vision: Philip Southcote School is committed to:- <ul style="list-style-type: none">• Empowering young people to become responsible adults; respecting themselves, others and the wider community• Providing a safe, trusting and respectful learning environment where the Southcote Community promotes life-long learning			
Job Purpose <ul style="list-style-type: none">• To support the learning and medical needs of individual/groups of pupils with SEND.• To support teaching staff in their responsibility for the development and education of pupils with special needs.			

Organisation Chart



Main Responsibilities

- Use specialist skills in, for example, the teaching of literacy, numeracy or science.
- Provide specialist welfare support for pupils with sensory and/or physical impairment.
- Develop the specialist knowledge required to provide appropriate personal care or therapy.
- Organise and maintain the learning environment and take responsibility for specific aspects of class organisation and administration.
- Support the learning of an individual/groups of pupils with SEND needs under the guidance of the classroom teacher/SENCo and assist with the implementation of lesson plans and facilitate more ambitious learning activities.
- Enable the pupil to become an independent learner within their own ability and provide positive support under the direction of the teacher motivating and encouraging pupils whilst establishing a supportive relationship.
- Clarifying and explaining instructions, assisting in weak areas eg language, behaviour, reading, spelling, handwriting, listening, presentation and ensuring that class work and homework instructions are understood.
- Meet the physical, emotional, behavioural and or other special needs as required whilst encouraging independence and encouraging the acceptance and integration of the pupil with special needs whilst ensuring compliance with school policies.
- Provide feedback to teachers and other professionals on the pupil's progress in the evaluation of the support programme and noting the pupil's achievements or problems.
- Attend after school staff meetings and inset training and help with special occasions in the school's calendar (if applicable).
- Delivers specified work to individuals, groups and whole classes as determined by the headteacher in accordance with The Education (Specified Work and Registration) (England) Regulations 2003.

All school staff are expected to:-

- Work towards and support the school vision and current school objectives as outlined in the School Development Plan
- Support and contribute to the school's responsibility for safeguarding students
- Work within the schools Health & Safety policy to ensure a safe working environment for staff, students and visitors
- Work within the Disability and Equality Scheme to promote equality of opportunity for all students and staff, both current and prospective
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues
- Engage actively in the performance review process
- Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

The job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly.

PERSON SPECIFICATION

Please ensure that you read the person specification carefully as this will be used to assess candidates as part of the shortlist and interview process.

E = Essential to carry out role to minimum

D = Desirable but not essential to carry out the role

	Essential	Desirable
Qualifications:		
Educated to GCSE level or equivalent in Maths and English	✓	
A professional qualification in a relevant area; or		✓
Substantial experience working with young people and their families will be considered as an alternative qualification	✓	
Experience:		
Some experience with children with special needs	✓	
Professional Skills and Attributes:		
Able to provide specialist welfare support for pupils with special needs.	✓	
Able to provide personal care or develop the knowledge and expertise to deliver appropriate therapy.	✓	
Knowledge of a range of learning support needs	✓	
Able to prepare resources for teaching and learning activities.	✓	
The ability to plan learning activities to suit pupil ability with support from a teacher	✓	
Understanding of open-ended questioning and investigative work	✓	
Good observation, questioning and assessment skills	✓	
Understanding of their role to assist and supervise pupils on particular tasks and the expected outcome of individual activities within the allocated timescale	✓	
Excellent communication skills and interpersonal skills	✓	
Good communication, both written and oral	✓	
Ability to work within a team working environment and also able to work independently	✓	
Ability to be self-motivated and have good time management skills	✓	
Confident user of MS Word and Outlook	✓	
Ability to stay calm and resilient when placed in situations of stress or conflict	✓	
Ability to work well under pressure	✓	

Personal Qualities:		
The ability to build positive and appropriate relationships with young people	✓	
The ability to motivate children / young people who may have previous difficult educational experiences and act with integrity	✓	
The ability to remain calm in stressful situations	✓	
Personal resilience and emotional strength	✓	
A sense of humour	✓	
Must be a good role model to students	✓	
Must be adaptable and willing to accept guidance and support	✓	

Additional Information

- Philip Southcote School is committed to safeguarding children and promoting the welfare of children and young people / vulnerable adults and expects all employees, workers and volunteers to share this commitment. We will ensure all our recruitment and selection practices reflect this commitment.
- This post is subject to an Enhanced DBS check. As with all posts, the successful applicant will be required to provide proof of their right to work in the UK and, if they have lived abroad, overseas police clearance/s will need to be sought.
- CVs will not be accepted.

*As part of the pre-employment checks that are undertaken for this role, you will be asked to complete a Pre-Employment Medical Questionnaire. The questionnaire is confidential, and is screened by our Occupational Health Department, who will ensure that you are medically fit for this role before being formally offered the position.