

Job Description – Senior Learning Support Assistant

Salary / grade: GS5

Hours: up to 27.08 hours per week, 38.6 weeks per year (term time only)

Contract type: Part-time, permanent

Responsible to: SENDCo

Responsible for: No Subordinates

Main purpose

The key function of the role is to assist in the education, support and integration of students with Special Educational Needs. To ensure the best possible achievement for all pupils.

Duties and responsibilities

SEND Students

- Develops and uses specialist skills to develop an understanding of the individual needs of students and how best to aid them to learn as effectively as possible.
- Assists with planning, preparation, development and delivery of work programmes for individuals, groups and whole classes, preparing resources to support learning activities.
- Monitors and evaluates pupil progress and reports on this to the class teacher.
- Discusses with the teacher and contributes to curriculum and classroom planning.
- Works as part of a team to ensure that the well-being, social and personal development of pupils enhances learning opportunities and life skills.
- Organises and maintains the learning environment and takes responsibility for specific aspects of class organisation and administration.
- Encourage acceptance and integration of SEN students.

All Students

- Establish supportive relationships with all students.
- Develop methods of promoting and reinforcing students' self-esteem.
- Deliver programmes of work to small groups.

Professional Responsibilities

- Record and review student progress against agreed targets.
- Liaise with colleagues both within the department and teaching staff.
- Provide support as indicated by Access Arrangements in public examinations.
- To meet the professional standards for teaching assistants.
- Undertake other tasks/duties as directed by the Principal that are commensurate with the responsibilities of a Senior Learning Assistant.

Duties for all

- To maintain high standards of Health, Safety and Welfare at work and take reasonable care for the health and safety of themselves and others
- To have regard and comply with safeguarding policy and procedure as appropriate

General

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

Fullbrook 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 of any employee who develops a disabling condition.

This Job Description is current at the date shown but following consultation with you, may be changed by Leadership to reflect changes in the job which are commensurate with the salary and job title.

I have read and understand the job requirements, responsibilities and expectations set forth in the job description provided for my position. I agree that I am able to perform the essential job functions as outlined.

Postholder's signature: _____ **Date:** _____

Postholder's name: _____

Job title: Job Role

The table below outlines the essential and desirable criteria, which will be used to select the candidate(s) for this post.

Criteria	Essential	Desirable	Assessment method
Qualifications and knowledge	<ul style="list-style-type: none"> ▪ Good standard of education – including GCSEs in English and Maths at grade C+. ▪ High level working knowledge of Excel, databases and Word. 	<ul style="list-style-type: none"> ▪ Experience in SEN issues and specific needs 	Evidence from application form (A), interview (I) and references (R)
Skills	<ul style="list-style-type: none"> ▪ Demonstrate effective verbal and written communication skills. ▪ Calm and adaptable with an ability to work within a flexible and busy environment. ▪ Ability to encourage learning and motivate young people in their studies by building positive relationships. ▪ Good interpersonal skills with the ability to liaise effectively with other staff. ▪ Good listening skills to ensure swift understanding of instructions which may be delivered briefly and at speed ▪ Attention to detail and accuracy. ▪ Ability to work well under pressure. ▪ Ability to work proactively in order 	<p>ICT</p> <p>Counselling skills</p>	A, I, R

	<p>to support the workload.</p> <ul style="list-style-type: none"> ▪ Able to evaluate own developmental needs and seek learning opportunities to address them. ▪ Ability to respond flexibly and adapt to changing and challenging circumstances. 		
Experience		Recent experience relevant to the post, eg successful experience of working in a school environment or with young people.	A, I, R
Other requirements	<ul style="list-style-type: none"> ▪ Committed to safeguarding and promoting the welfare of children and young people. ▪ Commitment to the importance of education for all children. ▪ Dedication and commitment to the role and the School. ▪ Personal presence, confidence, patience, sensitivity and maturity of approach. 		A, I, R

Training can be provided on specialist areas of the role, including the promotion of safe working practices.