1. **St. Michael’s Catholic School, High Wycombe**

**Job Description – Learning Support Assistant (EHC linked)**



|  |  |
| --- | --- |
| **Phase: Cross Phase** | **Department:** Inclusion |
|  |  |
| **Job Title:** Learning Support Assistant | **Pay Scale:** Bucks Range 2 |
| (EHC linked) |  |
|  |  |
| **Term of Employment:** Permanent | **Hours:** 8:30–3:40pm 39 weeks |
|  |  |

**Designation of Post within School Structure**

**Headteacher**

**Deputy Headteacher**

**Assistant Headteacher (Inclusion)**

**SENCO**

**Learning Support Assistant (EHC linked)**

Main Duties and Responsibilities

**1. Core Purpose**

To support access to learning for children with specific needs by working directly with the teaching staff, both in the classroom environment and on a 1-1 basis.

**2. Core Qualities**

* Comfortable dealing with children with specific physical / emotional / educational / language needs
* Committed to working with teachers to aid the development of students with specific needs
* Keen to play a part in promoting and safeguarding the welfare of students at the school and to act as an appropriate role model for young people
* **Roles and Responsibilities**
* Attend to the student’s personal needs as required and implement related personal programmes.
* Supervise and support the student, ensuring safety and access to learning.
* Assist with the development and implementation of Individual Education / Behaviour plans as may be required.
* Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
* Promote the inclusion and acceptance of students.
* Encourage students to interact with others and engage in activities led by the teacher.
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* Encourage students to act independently as appropriate.
* Mentor students as may be required.
* Liaise with the class teachers and SENCo regarding the student’s provision and targets. To accurately monitor and record student responses to learning and to record their achievement and progress as required, reporting back to the class teacher and SENCo.
* To provide feedback to students as may be required in relation to their progress and achievement, under the guidance of the teacher / SENCo.
* Clarify and explain instructions to students.
* Monitor pupil responses to learning activities and provide detailed and regular feedback to the teacher / SENCo as agreed.



|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Person Specification** | Essential | Desirable | Evidence |  |
|  |  |  |  |  |
| A sound level of education and good literacy / numeracy skills |  |  | Application |  |
|  | X |  |  |  |
|  |  |  |  |  |
| Calm and approachable, able to interact effectively with |  |  | Application |  |
| students on a 1-1 basis |  |  |  |  |
|  | X |  | Interview |  |
|  |  |  |  |  |
| Emotionally robust, capable of dealing with challenging |  |  | Reference |  |
| student behaviour |  |  |  |  |
|  | X |  | Interview |  |
|  |  |  |  |  |
| Prepared to familiarise themselves with a range of specific |  |  | Application |  |
| needs which students are likely to present with (dyslexia, |  |  |  |  |
| Asperger’s Syndrome, Autism etc) | X |  |  |  |
|  |  |  |  |
|  |  |  |  |  |
| A willingness to develop professional expertise |  |  | Application |  |
|  | X |  | Interview |  |
|  |  |  |  |  |

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| --- | --- | --- | --- |
| Ability to work both independently and as part of a team |  |  | Reference |
|  | X |  | Application |
|  |  |  | Interview |
|  |  |  |  |
| A positive ‘can do’ attitude |  |  | Reference |
|  | X |  | Interview |
|  |  |  |  |
| Good verbal and written communication skills |  |  | Reference |
|  | X |  | Application |
|  |  |  | Interview |
|  |  |  |  |
| Knowledge of ICT to support learning, ability to input data |  |  | Reference |
| accurately |  |  |  |
|  |  | X | Application |
|  |  |  | Interview |
|  |  |  |  |
| Good understanding of the general aspects of child |  |  | Reference |
| development. |  |  |  |
|  |  | X | Application |
|  |  |  | Interview |
|  |  |  |  |
| Empathy and a sense of humour |  |  | Reference |
|  | X |  | Application |
|  |  |  | Interview |
|  |  |  |  |
| Previous experience of having working in education and / or |  |  | Reference |
| within an SEN environment. |  |  |  |
|  |  | X | Application |
|  |  |  | Interview |
|  |  |  |  |