

WALDESLADE GIRLS' SCHOOL

Job Title/Role: Learning Support Assistant
Date: January 2018
Status of Post: Permanent
Responsible to: SENCO

Purpose of the role

- To work with the teaching staff in support of pupils with Special Education Needs, to encourage progress and the attainment of targets set under their individual education programmes.
- To act as a link to the SENCO to ensure the effective transmission of information regarding identified pupils learning, behavioural and social needs.

Accountability

- Provide teaching support as required within lessons.
- Assist in drawing up and undertaking delivery of individual pupil learning programmes to ensure delivery of the individual targets.
- Assist departmental staff with observation and monitoring of the progress, maintaining accurate records within the special needs provision in order to ensure appropriate documentation of all interventions.
- Promote positive behaviour patterns, raise self esteem and improve independent working to assist pupil education and growth.
- Under the direction of the SENCO to provide relevant information / evidence as required about the progress, attainment, attitude and behaviour of SEN pupil in regular meetings in order that a pupil progress can be tracked across the curriculum and appropriate action agreed.
- To assist the SENCO with the preparation of reports on pupil's academic, social and behavioural progress as required by the Headteacher (eg ISR) as part of the monitoring process.

Person Specification

- Good standard of education.
- CLANSA qualification or prepared to study for a further relevant qualification.
- Excellent interpersonal skills.
- Previous experience of assisting with the tutoring of children.

Organisation

- The postholder is responsible to the SENCO.

Financial Accountabilities

- The postholder has no direct financial responsibilities.

Working Environment

- The post is based within the school.