

North West London Jewish Day School
Job Description for Learning Support Assistant

JOB TITLE: 1-to-1 Learning Support Assistant

LINE MANAGER: SENCO

PURPOSE OF JOB: To assist in the support and inclusion of pupils with special educational needs and disability within the school.

Hours: - Part time

JOB DUTIES:

A. Supporting the pupil

1. To develop a knowledge of a range of learning support needs relevant to the pupil and school
2. To develop an understanding of the specific needs of pupil(s) to be supported
3. To aid the pupil(s) to learn as effectively and independently as possible, both in group situations and individually, inside and outside of the classroom.
For example:
 - Clarifying and explaining instructions
 - Ensuring the pupil can use equipment and resources
 - Motivating and encouraging the pupil/s
 - Understand and work towards pupil's progress targets
 - Developing appropriate resources to support the pupil/s
 - Assisting in the management of pupils' social interactions and behaviour
4. To establish a supportive relationship with the pupil(s) and other adults working with the child
5. To always consider pupils' emotional wellbeing and encourage children's self-esteem and confidence.
6. To support pupil(s) as advised by the ECMo and class teacher
7. To maintain an inclusive environment for all pupils in the classroom
8. To ensure the safety of the pupil(s) whilst in your care
9. To carry out any specific duties as outlined in the pupil's Education Health Care Plan (EHCP) which may include aspects of intimate care (e.g. help with toileting)
10. Follow and actively use strategies identified by teachers, ECMco and specialists (e.g. Occupational Therapist, Speech and Language, Educational Psychologist).

B. Working with the Class Teacher and ECMo

1. To work with the Class Teacher, with the support of the ECMco, to develop a suitable programme of support and then deliver the programme, within the classroom or in a withdrawal situation
2. To adapt/ find differentiated materials to enable pupil/s to access the class curriculum and annotate the planning in preparation for the lesson, with support and guidance from the Class Teacher.
3. To provide feedback about pupils' difficulties and/ or progress to the Class teacher and ECMco, including annotating daily plans after the lesson
4. To maintain the SEN team's system of recording and monitoring of pupils' progress
5. To write reports about the pupil/s' progress
6. To participate in the evaluation of the support programme, with the ECMco and class teacher
7. To report any problems about arrangements or any incidents to the Class Teacher and/ or to the ECMco

C. Supporting the school

1. Where appropriate, to foster links between home and school
2. To liaise, advise and consult with other members of the SEN team
3. To contribute to Annual Review meetings, as appropriate
4. To participate in relevant professional development
5. To be aware of / follow school policies and procedures
6. To know the safeguarding policies/procedures
7. To maintain confidentiality about home- school / pupil- teacher/ school work matters
8. To complete any other task as reasonably directed by the class teacher or ECMco
9. To work in a professional and respectful manner with all adults and pupils.