

Job Description

Job Title:	SEND Learning Support Assistant
Band and Point Range:	H3 5-6 pro-rata
Hours and Weeks:	30 hours a week, 39 weeks a year 08:45 - 15.15 Mon – Fri ½ hour break during the day: time of which to be agreed within the department.
Responsible to:	Flex/SEND Coordinator
Job Purpose:	To support students with SEND to access the curriculum to enable them to achieve their full potential.
Main Duties:	<p>Supporting Students</p> <ul style="list-style-type: none"> To help advance student learning in a range of classroom settings as needed. To provide appropriate in-class support of students with SEND. To provide 1:1 support to targeted high needs students as directed. To work proactively with the SEND department and teaching staff to promote the inclusion of students so that they have equal access to learning opportunities. To document any meetings, behavioural or other significant issues on SIMS and in student files. To assist the students with physical needs as appropriate and agreed. <p>Responsibilities</p> <ul style="list-style-type: none"> To provide support for students, in particular those on the SEND/AEN register, as directed by the Flex/SEND Coordinator. To work with the subject teachers, under the direction of the Flex/SEND Coordinator, to determine how best to support students in class. To coordinate a lunchtime club, suitable for vulnerable students, in the Flexible Learning Centre. To support with exams and transition as required. To attend and take part in other events, such as; rolling programmes; academic review days; parents' evenings and others as appropriate. To produce timely, accurate and appropriate records of support provided and ensure necessary information are updated on SIMs. To provide feedback to the Flex/SEND Coordinator regarding student progress and effectiveness of support. In addition, any other duties deemed appropriate by the Principal. <p>Innovation</p> <ul style="list-style-type: none"> All staff are required to participate in training and other learning activities, and in performance management and development, as required by the school's policies and practice. <p>Person Specification</p> <ul style="list-style-type: none"> Good numeracy and literacy skills. Flexibility is important in order to meet the varied needs of students. Ability to use modern technology.

- Ability to work in, and contribute to, a team.

LSA January 2023

Haileybury Turnford



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	<p>Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not have been identified; therefore, employees will be expected to comply with any reasonable request from a manager, including ad hoc projects, to undertake work of a similar level that is not specified in the job description. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. The job description will be reviewed and updated annually as part of the performance management process.</p>
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The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. An enhanced DBS check is required for all staff.