

St Thomas More Catholic Secondary School
LEARNING SUPPORT ASSISTANT Level 2

Responsible to: SENDCO

JOB DESCRIPTION

Key Role/Function:

- Under the instruction and guidance of the SENDCO/teaching staff to undertake educational activities and attend to the educational, personal and social needs of students in order to support their learning and development and to ensure their safety

SPECIFIC DUTIES AND RESPONSIBILITIES

Support for Students

- To attend to the educational, personal and social needs of students and any other requirements depending on the student's special needs and, wherever possible, make these part of the learning experience (this may include toileting, other hygiene needs, help with dressing and/or assisting with feeding if necessary)..
- To promote and support the student at different stages of language acquisition in their learning activities.
- Whilst there may be a specific requirement to support a named student or students with a Statement of Special Educational Needs, support to other students may also be required, at the direction of the SENDCO.
- To assist with preparation for school visits and the supervision of students on such visits, in liaison with the Educational Visits Coordinator

Support for Teachers

- Within the overall plan set by the class teacher to assist in devising and extending educational activities and in preparation of the curriculum. This may include contributing to the development and implementation of Individual Education Plans (IEPs) and Personal and Pastoral Support Plans.
- To help assess and systematically record student's progress and achievements, using the results of this monitoring in further support work.
- To efficiently prepare, maintain and use classroom teaching materials and equipment, including organising the use of audio/visual and ICT equipment, bearing in mind the efficient use of school resources (this may include photocopying, arranging displays of work etc).
- To assist in maintaining classroom discipline by working with individual and groups of students in developing expectations of acceptable personal and social behaviour and help make them part of the learning experience.

Support for the Curriculum

- To support the teaching of literacy, numeracy or other specific curriculum areas/specialisms as required and agreed with the SENDCO.

Support for the School

- To work collaboratively with colleagues as part of a professional team, in particular the class teacher and other Learning Support Assistants; working at all times within the school's policies and procedures
- To assist in the general efficient operation of the school, including providing cover for other support staff where necessary and as directed by the SENDCO.
- To attend staff meetings, parents' evenings, participate in performance management arrangements and undertake training and development activities.
- To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.
- To undertake tasks of a similar nature and level, as directed by the SENDCO.