



**Richard Challoner School Manor Drive North
New Malden, Surrey KT3 5PE Tel: 020 8330 5947**

Learning Support Assistant Job Description

Line Manager:

- Head of Learning Support & SEND Inclusion
- Deputy Head of Learning Support & SEND Inclusion

Responsible to:

- Age Phase Co-ordinator
- Classroom Teacher (during in-class support)

Links:

- Year Leaders
- Subject Leaders
- Other members of the teaching and non-teaching staff
- Students and Parents
- The Governing Body

MAIN PURPOSE OF JOB

To provide targeted support to and implement delivery of 1:1 work/in-class support to students with special educational needs/disabilities. This is an opportunity to specialise in designated age-groups and/or support of an individual, through:

- Clarifying and explaining instructions
- Ensuring students are able to use equipment and materials provided
- Motivating and encouraging a pupil or a group of pupils
- Assisting with areas of difficulties -
 - behaviour
 - language
 - reading
 - spelling
 - handwriting
 - presentation
 - social situations including starting and maintaining friendships and relationships with adults

- Helping to keep the student on task
 - Establishing a supportive but firm relationship with the student concerned
 - Providing feedback and recording progress regarding EHCP targets on Provision Map
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MAIN RESPONSIBILITIES/DUTIES OF POST:

Supporting Students

- To develop an awareness and understanding of the specific needs of the students supported
- To establish and develop a supportive relationship with the students concerned.
- To seek to maintain/develop the students self-esteem.
- To support the students to learn as effectively as possible by, for example: -
 - repeating, clarifying and breaking down instructions into small steps
 - ensuring the student can access the physical environment
 - motivating, encouraging and appropriately praising the student
 - enabling the student to remain 'on task'
 - encouraging the student to complete tasks
 - assisting with areas of difficulty - presentation, recording, language use, behaviour, etc
 - being an effective and trusted advocate for the student

Supporting the Teacher

- To assist school staff and other staff, as appropriate, in the development of a programme of support for the student. This would include the development and monitoring of students' learning plans.
- To develop, with other school staff, appropriate methods for recording support and student progress.
- To suggest suitable differentiation of materials for the students.
- To contribute to the evaluation process.
- To contribute to the student's annual and other reviews.

Supporting the School

- To be aware of school policies and procedures.
- To contribute to reviews of the students' progress.
- To liaise and consult with others supporting the students.
- To, as appropriate, foster relationships between school/home, staff and parents/carers To participate in relevant school based and other in-service training.

Child Protection

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school, which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training, which is regularly updated.

The post holder will:

- Be aware of and work in accordance with the School's Child Protection policies and procedures, raising any concerns relating to such procedures which may be noted during the course of duty
- Respect confidentiality of staff, pupils, families and visitors and not breach this trust. Any breaches of confidentiality must be reported to the Headmaster immediately.
- In accordance with Health and Safety regulations to take reasonable care for the health and safety of themselves and of the persons who may be affected by their activities.
- To comply with all other school policies including all Health and Safety matters, Data Protection, IT, Recruitment, Equal Opportunities - This list is not definitive.

The post holder may be required to perform duties other than those given in the job description for the post. The particular duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

This job description may be reviewed in light of the developing needs of the school.

Signed: _____

Date: _____

Signed: _____

Date: _____

Sean Maher – Headmaster

“Doing ordinary things extraordinarily well” – The Venerable Richard Challoner

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