



# THE COOPERS' COMPANY AND COBORN SCHOOL

*Love as Brethren*

## JOB DESCRIPTION

<b>Job Title</b>	<b>Learning Support Assistant</b>
<b>Reports to</b>	<b>SENCO/Assistant SENCO</b>
<b>Job Purpose</b>	Provide support for students with Special Educational Needs (SEN) both in and outside of the classroom and, where appropriate, contribute to the day-day running of the school.
<b>Core Responsibilities</b>	<ul style="list-style-type: none"> <li>• To contribute to the provision for students with SEND</li> <li>• To contribute to the raising of the achievement of SEND students and support them in making good progress</li> <li>• To contribute to the promotion of the well-being of SEND students within the school</li> <li>• To promote and safeguard the welfare of children work with or come into contact with</li> </ul>
<b>Main Responsibilities and duties</b>	<ol style="list-style-type: none"> <li><b>1. Support for pupils</b> <ol style="list-style-type: none"> <li>1.1 Supervise and provide particular support for pupils, including those with special needs, ensuring their safety and access to learning activities.</li> <li>1.2 Assist with the development and implementation of Individual Education plans and provide regular feedback and contribute to the review process</li> <li>1.3 Establish constructive relationships with pupils and interact with them according to individual needs.</li> <li>1.4 Promote the inclusion and acceptance of all pupils.</li> <li>1.5 Encourage pupils to interact with others and engage in activities led by the teacher and during intervention.</li> <li>1.6 Set challenging and demanding expectations and promote self-esteem and independence.</li> <li>1.7 Provide feedback to pupils in relation to progress and achievement under guidance of the teacher/SENCO/Assistant SENCO.</li> </ol> </li> <li><b>2. Support for teacher</b> <ol style="list-style-type: none"> <li>2.1 Use strategies, in liaison with the teacher, to support pupils to achieve learning goals.</li> <li>2.2 Monitor pupils' responses to learning activities and accurately record achievement / progress as directed.</li> </ol> </li> </ol>

- 2.3 Provide detailed and regular feedback to teachers/ SENCO/Assistant SENCO on pupils achievement, progress, problems
- 2.4 Promote good pupil behaviour, dealing promptly with conflict and incidents in line with established policy and encourage pupils to take responsibility for their own behaviour.
- 2.5 Establish constructive relationships with parents / carers.
- 2.6 Administer routine tests and invigilate exams.
- 2.7 Contribute to effective record keeping.

### **3. Support during intervention**

- 3.1 Undertake structured and agreed learning activities / interventions, adjusting activities according to pupil responses and ensuring accurate records are kept to monitor progress
- 3.2 Provide regular feedback to the SENCO/Assistant SENCO regarding student progress
- 3.3 Provide targeted support to several students as a Key worker, acting as a 'go to' person and helping to ensure they are making progress in all areas of their learning and school life.
- 3.4 Work as part of a team to ensure HL2 works effectively to support SEND students, across the school day including; before school, break times and after- school.
- 3.5 Support the use of ICT in learning activities and develop pupils' competence and independence in its use.
- 3.6 Prepare, maintain and use equipment/resources required for the learning activity and assist pupils in their use.

### **4. Support for the school**

- 4.1 Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- 4.2 Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- 4.3 Contribute to the overall ethos / work /aims of the school.
- 4.4 Attend and participate in relevant meetings and CPD as required.

	<p>4.5 Assist with the supervision of pupils out of lesson times, including before and after school and at lunchtimes.</p> <p>4.6 Accompany teaching staff and pupils on visits, trips and out of school activities as required and take responsibility for a group under the supervision of the teacher.</p>
<b>General</b>	<ul style="list-style-type: none"> <li>• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.</li> <li>• To comply with individual responsibilities, in accordance with the role, for health &amp; safety in the workplace</li> <li>• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy</li> <li>• The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.</li> <li>• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Headteacher to carry out appropriate duties within the context of the job, skills and grade.</li> </ul>
<b>Safeguarding</b>	<ul style="list-style-type: none"> <li>• All staff must adhere to the School's Safeguarding Policies and Procedures including engaging in annual Safeguarding Training and Updates.</li> </ul>

**The role is subject to a six month probationary period**

Signed: ..... Date: .....  
Employee

Signed:..... Date.....  
Line Manager