



# Hartismere School

## Learning Support Assistant

**Line Manager: SENCo**

### Specific responsibilities

- Work as part of the Learning Support Team liaising, advising and consulting where appropriate.
- Develop knowledge and understanding of the specific needs of SEND pupils.
- Support pupils across a variety of subjects including in practical lessons and PE.
- Work with teachers to ensure that the pupils you support are able to access the curriculum, engage in learning and stay on task during the lesson or activity.
- Build trust with pupils, in and out of class, to develop their self-esteem, confidence and motivation.
- Deliver literacy and/or numeracy interventions to pupils either on a one-to-one basis or in small groups.
- Undertake mentoring of specific pupils in small groups or 1:1, and support the social and emotional development of pupils, reporting any issues when required.
- Support the teacher in managing pupil behaviour and promoting positive behaviour.
- Guide, monitor and report on pupil progress.
- Provide personal care for any pupils that might need it.
- Provide feedback to teachers on pupils' progress.
- Carry out administrative duties, such as completing pupil memos, evaluating Individual Education Plans, contributing feedback to Annual Reviews and other meetings.
- Provide support outside normal classes, such as reading or scribing during exams, or going on school trips with SEND pupils.
- Support, if required, with after school homework club or revision sessions.
- Carry out observations/ assessments of pupils and feedback to the SENCo.
- Attend CPD sessions throughout the year as directed by the SENCo.
- Undertake internal and external training and cascade information as appropriate.
- Contribute to Annual Performance Management Review Meetings with the SENCo.
- Follow advice and recommendations provided by external agencies such as Speech Therapists etc.

- Supervise pupils during lunchbreaks (lunch is taken at a different time to pupils).

### General responsibilities

- Follow school policies and the staff code of conduct, including those relating to confidentiality and behaviour.
- Communicate effectively with staff, students and visitors.
- Maintain and develop practical and procedural knowledge needed in postholder's specialist area through CPD.
- To cooperate fully with the school's arrangements for the safeguarding of children.
- To have strong organisational skills, maintaining the ability to prioritise workload and remain calm in a busy environment.
- To provide active and positive support, where appropriate, for school events including parent consultation evenings, celebration and awards events, open evenings and afternoons and other occasions as requested by the Headteachers.
- To provide a positive role model in dress by avoiding 'dressing down' at work and by dressing in a business-like manner.
- To provide a positive role model for students by treating all nationalities, religious groups, those from wide ranging political persuasions, differing genders and sexualities and racial groups with respect, fairness and dignity.
- Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive or exhaustive list of all tasks that a member of staff may be required to carry out. You may be required to undertake any other tasks or responsibilities reasonably assigned at the discretion of the Headteachers.

Hartismere School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS check and online presence checks.

To apply please complete an application form via our website [www.hartismere.com](http://www.hartismere.com).