

## THE JOHN COLET SCHOOL

<b>JOB DESCRIPTION:</b>	<b>Learning Support Assistant – Key Worker</b>
<b>LEVEL:</b>	<b>2</b>
<b>PATTERN:</b>	<b>34.5 hrs/week; 38 Weeks 8:30am – 4pm with two mornings from 8:20am (plus 2 inset days)</b>
<b>RESPONSIBLE TO:</b>	<b>SEND Manager/Subject Team Leader</b>

*This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

### DUTIES AND RESPONSIBILITIES

**Main Task:** To support the individual learning needs of pupils throughout the school.

This will involve:

- Having knowledge and experience of one area of SEN and develop this within the school.
- Being a Key Worker for named students.
- Working with the class teacher to support pupils' learning in lessons by adapting lessons plans according to individual needs.
- Supporting pupils in literacy and mathematics programmes under the guidance of the teacher or the Higher Level Teaching Assistant (HLTA).
- Supporting the use of ICT in learning activities and helping to develop pupils' competence.
- Supporting pupils learning on an individual basis.
- Administering routine tests and invigilating exams involving SEN pupils, acting as scribes or readers as required.
- Providing feedback to pupils on their progress and achievement under the guidance of the teacher/SEND Manager.
- At regular meetings, providing feedback to members of the Individual Learning (IL) Department on pupils' achievements, progress and any problems.
- Attending reviews with parents as requested.
- Liaising with parents every half term about school life and to prepare them for upcoming events affecting their child.
- Developing, planning and implementing individual learning programmes to incorporate into student profiles.
- Developing, planning and implementing learning programmes for small groups of students.
- Undertaking pupil record keeping as requested.
- Undertaking administration tasks to assist in the smooth running of the department.
- Participating in training and other learning activities.
- Participating in the school's professional development programme.
- Being aware of school policies and procedures and reporting any concerns to an appropriate person.
- Contributing to the ethos, work and aims of the school.

- Providing support to students during periods of contact and help promote a general feeling of well-being within the School.
- Taking responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.
- Assisting with school trips.

**The duties of this post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.**

This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation.

**OCTOBER 2016**

**Fulfil wider professional responsibilities**

Make a positive contribution to the wider life and ethos of the school;

Specific details of the accountabilities (e.g. the allocated curriculum and/or pupil development accountability) should be recorded below and reviewed annually by the appraiser.

Paragraph	Specific Additional Accountabilities