

THE JOHN COLET SCHOOL

JOB DESCRIPTION:	Learning Support Assistant – Key Worker
LEVEL:	BP2
PATTERN:	34.4 Hrs/week; 38 Weeks with up to two INSET days on a timesheet basis
RESPONSIBLE TO:	SENCo

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 SEN and sharing this within the school.
- Being a Key Worker for named students.
- Being a mentor for named students and following a specific mentoring programme to support them.
- Working with the class teacher to support pupils' learning in lessons by adapting lesson plans according to individual needs.
- Liaising with relevant internal staff and external agencies as required to support Key Students.
- Supporting the use of ICT in learning activities and helping to develop pupils' competence in this area.
- Supporting pupils learning on an individual basis and supporting pupils with literacy and mathematics.
- Developing, planning and implementing learning programmes for small groups of students.
- 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/SENCo.
- Providing feedback to members of the Learning Support Team on pupils' achievements, progress and any problems.
- Attending Annual Reviews as requested and gathering teacher feedback to present at these.
- Liaising with parents about school life and to prepare them for upcoming events affecting their child.
- 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.

Optional Tasks

- 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.

September 2024