



**Learning  
Support  
Assistant**

**32 hours per week, 38  
weeks per year,  
5 days per week**

**Dr Challoner's High School**

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## Job Description – LEARNING SUPPORT ASSISTANT (SEND) (With administration responsibilities)

Responsible to	SENDCo
Pay scale	Pay range 3 (£27,310 - £29,295 FTE / £19,258 - £20,658 salary based on 32 hours per week)
Terms and Conditions	5 days per week (32 hours per week), term time only, 38 weeks per year. Flexibility with start and finish times and length of the day. For further details please contact <a href="mailto:jo.barnes@challonershigh.com">jo.barnes@challonershigh.com</a>

### **Purpose of job**

- Be the keyworker for an individual student with visual impairment.
- Provide support for other groups of students with special educational needs as required.
- Provide administrative support within the Learning Support department as required.
- Work closely with the wider pastoral team and teachers to provide support for students.

### **Main duties and responsibilities**

#### **Support for Students**

- Provide targeted support for students with special educational needs, individually and in groups. In particular, to provide support for a pupil with visual impairment and liaise with external professionals and teaching staff/other staff as required.
- Under supervision of class teachers and the SENDCo, to carry out programmes of work to support the students' learning.
- To develop knowledge of the particular needs of the students and seek advice from the SENDCo, class teachers, pastoral team and outside agencies as required. Ensure their safety and access to learning.
- Establish good relationships with students, acting as a role model and being aware of and responding appropriately to individual needs.
- Encourage students to interact with others, work independently and engage in activities led by the teacher, as appropriate.
- Assist with the supervision of students, including on locational visits and outings.

#### **Support for the Teacher and the Curriculum:**

- As directed by the SENDCo to work with specific students with SEN needs.
- Be aware of the student's needs/progress/achievements and report to the teacher and SENDCo.
- Work with teachers by participating in lesson planning process, discussing and assisting with the preparation of differentiated working for the designated SEN pupils.
- Undertake pupil record keeping as requested.
- Gather/report information from/to parents/carers/pastoral team.
- Prepare and maintain equipment/resources as directed by the teacher and assist pupil in their use.

#### **Learning support Department and Administration**

- Contact and foster links with parents and external agencies as directed by the SENCO.
- Attend and contribute to meetings with external agencies as required.
- To give verbal and written feedback to the SENCO about the progress of the students being supported in the classroom.
- To attend training days and relevant courses to developed and broaden knowledge and understanding and skills.
- Organising resources: filing, photocopying, helping with displays.
- Liaising with teaching staff and collating reports and feedback on students
- Any required admin to support the running of the Learning Support Department



**General responsibilities common to all staff**

1. To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.
2. To comply and actively promote school policies, including Behaviour for Learning, Equal Opportunities and Health and Safety.
3. Support and contribute to the School's responsibility for safeguarding students.
4. To promote positive student conduct. To confront negative student conduct and take appropriate steps to deal with it.
5. To deal with all telephone and personal enquiries efficiently, sensitively and effectively, in a way that promotes a positive image of the school and maintains confidentiality.
6. To participate in the School's performance management process.
7. To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.
8. To undertake training and development relevant to the post.
9. Work within the school's Diversity/Equal Opportunities Policy to promote equality of opportunity for all students and staff, both current and prospective.
10. Adhere to policies and procedures as set out in the Governing Body's Regulations, Staff Handbook and as otherwise notified from time to time.
11. At Dr Challoner's High School staff share the responsibility to promote and safeguard the welfare of children and young people for whom they are responsible or with whom they come into contact. In doing so, staff are expected at all times to adhere to and ensure compliance with the School's Child Protection Policy.
12. Undertake other reasonable duties related to the job purpose required from time to time.

**Person Specification – LEARNING SUPPORT ASSISTANT (SEND)**

<b>Qualifications</b>	Five A* - C grades at GCSE including English and Maths, or equivalent (E)
<b>Experience</b>	<ol style="list-style-type: none"> <li>1. Experience of using ICT to support administration including using spreadsheets and Word (E)</li> <li>2. Experience of working with/interacting with students of secondary age (D)</li> <li>3. Learning support experience and working with those who have SEN experience, in particular, visual impairments (D)</li> </ol>
<b>Knowledge, Skills and Personal Qualities</b>	<ol style="list-style-type: none"> <li>4. A commitment to providing the best possible support for young people (E)</li> <li>5. Willingness to develop SEND knowledge and expertise (E)</li> <li>6. Competent and effective user of IT, including Excel and Word and having the ability to learn to use SIMS (school database) relatively quickly (E)</li> <li>7. Ability to work under pressure and remain calm (E)</li> <li>8. Has a commitment to safeguarding and promoting the welfare of children and young people (E)</li> <li>9. Abilities to work as part of a team, to work independently and to think laterally and creatively (E)</li> <li>10. Strong written and oral communication skills and the confidence to work effectively with staff, students and parents (E)</li> <li>11. Excellent organisational and administrative skills including the ability to work to deadlines and the flexibility to take on new tasks as they arise (E)</li> <li>12. Commitment to staff welfare and providing strong customer service for staff and parents, including being understanding, supportive and able to maintain confidentiality (E)</li> <li>13. Commitment to equal opportunities and the equal value of all members of the school community (E)</li> <li>14. Able to maintain confidentiality (E)</li> </ol> <p>D = Desirable E = Essential</p> <p>D - Desirable E - Essential</p>



*We welcome applications from all sections of the community and those interested in job sharing. Dr Challoner's High School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment.*

*Please refer to our website where you can view our Child Protection and Safeguarding, Recruitment and Equalities.*

*This is a regulated activity. Policies: all of our policies are available at [www.challonershigh.com](http://www.challonershigh.com). The successful applicant will be subject to an Enhanced DBS disclosure.*

*We reserve the right to interview and appoint prior to the closing date.*