

SOUTH CHARNWOOD HIGH SCHOOL - JOB DETAILS
LEARNING SUPPORT ASSISTANT - ART, DESIGN & TECHNOLOGY

- Responsible to:** Special Needs Co-ordinator (SENDSCO), Mrs Lisa Gammon
- Grade:** 5 (Part time, temporary in the first instance until 24th August 2022)
- Role:** To work as part of the Learning Support Team predominantly in the Art, Design & Technology Department, supporting and including students with learning difficulties/disabilities in mainstream classes.
- Work in partnership with:** Learning Support Assistants may work with and receive instructions from a number of staff members, such as the: SENDSCO, Head of Department and Class Teachers.

Duties:

In relation to the student

To develop an understanding of the special educational needs of the pupil/s concerned.

To take into account the pupil/s' special needs and ensure their access to the lesson and its content through appropriate clarification, explanations, equipment and materials.

To build and maintain successful relationships with pupil/s and to treat them consistently with respect and consideration.

To help promote independent learning.

To help reinforce learning.

To assist pupils to record their work in an appropriate way.

To develop study and organisation skills.

To help keep the pupils on task and to build motivation.

To model good practice.

To help build the pupil/s' confidence and enhance self-esteem.

In relation to the Teacher

To have formal and informal meetings with teachers to contribute to planning lessons/activities.

To assist in the implementation of Individual/Group Education plans under the direction of the teacher/SENDSCO.

To work on differentiated activities with identified groups.

To supervise practical tasks.

To monitor pupil progress and record findings in accordance with the record systems used.

To participate in the evaluation of Individual Education Plans through discussion and written feedback to teaching staff as requested.

In relation to the curriculum

To work with teachers to develop and implement short, medium and long term planning.

To become familiar with the location and content of school policies and schemes of work in identified areas of the curriculum.

To make materials and resources appropriate to the needs of individual pupils to support learning.

In relation to the school

To comply with confidentiality requirements.

To work as part of the team in relation to individual pupils, liaising, advising and consulting where appropriate.

To support implementation of school policies and procedures, including those relating to confidentiality and behaviour.

To attend appropriate internal and external in-service training.

To support the inclusion of pupils with special educational needs within the wider school community.

To undertake midday supervision (30 minutes per day).

Any other tasks as directed by the Headteacher which fall within the purview of the post.

Supervision arrangements:

- Periodic formal review of performance with SENDCO
- Regular weekly meetings for team of LSAs with SENDCO.
- Periodic observation of classroom support work by SENDCO.

Andrew Morris/Lisa Gammon
September 2021