



## **Gordon's School**

### **Learning Support Assistant – Job description**

**Hours:** 8am – 3.35pm three days a week 8am – 5pm one day a week and 8am – 7.30pm one day a week. Term time only

**Reports to:** Deputy Head of Learning Support

#### **Main Purpose of the Job**

To be part of a team with the teachers and other assistants in the Learning Support Department and to support students within all four SEN areas to access the curriculum. This will include developing independence, study skills and core subject knowledge. With this role there is an opportunity to provide support to an individual student as a liaison.

#### **Duties and Responsibilities**

Your duties will include, but may not be limited to:

1. Early morning support 8:20-8.40am
2. To be aware of the students on the SEND register and their particular needs, mentoring a small number of students each year under the direction of the SENDCo and Deputy Head of Learning Support.
3. To go into classes to support specific students/groups of students identified by the SENDCo as needing additional help.
4. To actively support students and contribute to their progress where barriers exist by implementing individualised strategies.
5. To maintain communication with Class Teachers with regard to students on the SEND register and their support.
6. To help children have access to the curriculum in various ways which may include:
  - working on a one to one basis with a student under the direction of the SENDCO/Deputy Head of Learning Support;
  - working with a group under the direction of the SENDCO/ Deputy Head of Learning Support;
  - benchmarking students using assessment materials;
  - checking that students understand instructions given by the class teacher;
  - checking that students are copying correctly into their books;
  - helping students to feel comfortable and safe in their environment;
  - helping students with organisational skills;
  - helping with project work;
  - helping students access, select and organise information.
7. To track students through observation notes and contribute to Student Annual Reviews where necessary.
8. Responsibility for casework, student mentoring, parental liaison and contact, keeping records, Student Support Plans as necessary.
9. To have regular meetings within the department to review student strategies and enhance professional development.
10. Supporting students off-site on vocational courses
11. Supporting students with Exam Access Arrangements through exam invigilation.
12. Other duties as specified by SENDCO/Deputy Head of Learning Support

## **Safeguarding Responsibilities**

- To comply with safeguarding policies, procedures and code of conduct
- To demonstrate a personal commitment to safeguarding and student/colleague wellbeing
- To ensure that any safeguarding concerns or incidents are reported appropriately in line with policy
- To engage in safeguarding training when required
- The job holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the School's Child Protection and Safeguarding Policy at all times.
- If in the course of carrying out the duties of the role, the job holder identifies that a child is suffering, or likely to suffer, significant harm either at school or at home, s/he must report any concerns to the school's Designated Safeguarding Lead or the Head Teacher so that a referral can be made accordingly to the local authority social services.

## **Person Specification**

### **Essential:**

Excellent communication skills

Good organisational, inter-personal and literacy skills

### **Desirable:**

Experience with learning difficulties, including neurodiversity.

Experience of English as an Additional Language

Familiar with Microsoft Office packages including Word and Outlook

Ability to support in numeracy, literacy and science

*Gordon's School is a State Boarding and Day School and is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment – applicants must be willing to undergo appropriate screening including a DBS check.*