



## **JOB DESCRIPTION**

<b>Job Title:</b>	Learning Support Assistant / SEND Admin Assistant
<b>School:</b>	Duke's Secondary School
<b>Salary:</b>	Band 3
<b>Responsible to:</b>	Lead Learning Support Assistant / SENDCo

### **Key purpose**

To work under the guidance of SENDCo /senior staff to support access to the curriculum for students with additional needs and or disabilities and to provide general support to the teacher in the management of students. Work may be carried out in the classroom or outside the normal teaching area. Additional responsibilities within this post would be to provide administrative support to the SEND faculty in order to meet the administrative needs of the faculty, maintaining confidentiality at all times. The expectation would be that the roles are split roughly 50/50, however this would depend on the particular requirements in any given week. To play an active role in ensuring the smooth running of the faculty and the wider school.

## **PRINCIPAL DUTIES AND RESPONSIBILITIES**

### **Support for Students**

- Attend to the personal needs of students including the implementation of personal learning programmes that may include social, health, physical, and welfare objectives.
- Supervise and support students in their access to the curriculum, this may include students who are spend some or all of their time in our Beacon. The Beacon is our specialist provision where we support students with learning needs which mean they find it challenging to access mainstream lessons full time.
- Establish good relationships with students, acting as a role model and responding to the needs of each individual child.
- To actively promote inclusive practice within the classroom setting to ensure acceptance of all students.
- Encourage students to engage in, and participate in learning activities lead by the class teacher.
- To have challenging expectations that encourages students to act independently and build self-esteem.

- Provide feedback to students in relation to progress and achievement under the guidance of the class teacher.
- Plan and deliver intervention as directed by SENDCo

### **Support for the Teacher**

- Create and maintain a purposeful and orderly learning environment in line with lesson planning as provided by the teacher.
- Assist the teacher with the delivery of learning activities.
- Report to the classroom teacher, as agreed, on:
  - Student problems
  - Student progress
  - Student achievements
- Undertake the maintenance of students' records as directed by the class teacher/SEND Team.
- Support the teacher in the management of student behaviour.
- Establish constructive relationships with parents and carers.
- Administer routine tests and invigilate exams.
- Undertake the routine marking of students' work which is not the responsibility of the class teacher e.g. intervention work, routine spelling tests, routine maths tests etc.

### **Support for the Curriculum**

- Undertake structured and agreed teaching activities as directed by the class teacher of SEND team, adjusting activities according to student responses.
- Help students to understand instructions which have been given by the class teacher
- Support learning with respect to all of the local and national learning strategies
- Support students in their use of ICT as directed by the class teacher or SEND team
- Prepare and maintain equipment and resources required to meet learning activities and assist students in its use.

### **Support for the School**

- Comply with all school policies relating to:
  - Health and Safety
  - Equal Opportunities
  - Child Protection
  - Confidentiality and data protection.

- Participate in training and development, and activities that contribute to the management of performance.
- Assist with the management of students outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.

### **Administration role**

- Provide general administration support. For example, answering incoming calls and taking appropriate messages; greeting visitors and guests; preparing letters; typing and other IT-based tasks; photocopying; filing; collating and distribution of information to parents, staff, governors and members of the public.
- Manage safeguarding records for students on the SEND register. This may include recording concerns or monitoring safeguarding records for these students and passing key information onto other members of the SEND team
- Take an active role in administrative duties in preparation for termly and annual reviews.
- Keep manual and computerised records, including pupil records, up to date, providing reports where necessary.
- Establish and maintain excellent relationships with pupils, parents and staff and other professionals at all times. Communicate effectively using email, telephone or other method(s).
- Assist with pupil welfare matters, including contacting parents and staff, and the administration of pupil activities including trips and visits.
- Undertake typing and word-processing, and take notes of meetings.
- Prepare money for banking and raise purchase orders when required.
- Ensure that the associated administration of any staff or pupil related activity or routines are completed accurately, and is appropriately reported.
- Demonstrate the vision and values of the School in everyday work and practice.
- Work with others to create a shared culture and positive climate that reflects the vision and values of the School.
- To undertake other duties and responsibilities as required commensurate with the grade of the post.

This job description will be reviewed regularly and will be subject to change in line with the School's changing needs or requirements.

<b>Post Title: Learning Support Assistant/SEND Admin Assistant</b>		
<b>Person Specification:</b>	<b>Essential</b>	<b>Desirable</b>
<b>Experience:</b> <ul style="list-style-type: none"> <li>● Experience of working with children or young people</li> <li>● Experience of working with electronic data systems</li> <li>● Experience of working with the MIS system Arbor</li> </ul>	   ✓	✓  ✓
<b>Skills &amp; Competencies:</b> <ul style="list-style-type: none"> <li>● Active interest in young people and education</li> <li>● Self-motivated and able to work with minimum supervision</li> <li>● Able to work under pressure and use own initiative</li> <li>● Effective communication and interpersonal skills with adults and children</li> <li>● Confident and competent in the use of all aspects of MS Office</li> </ul>	✓  ✓  ✓  ✓  ✓	
<b>Knowledge &amp; Qualifications</b> <ul style="list-style-type: none"> <li>● Good standard of education</li> <li>● Excellent ICT skills</li> </ul>	✓  ✓	
<b>Physical, mental and emotional demands:</b> <ul style="list-style-type: none"> <li>● Commitment to helping provide a high quality service to children and families</li> </ul>	✓	
<b>Other:</b> <ul style="list-style-type: none"> <li>● Willingness to participate in training and development</li> </ul>	✓	