



B E R K H A M S T E D

— 1541 —

JOB DESCRIPTION

LEARNING SUPPORT ASSISTANT

Job Purpose

This role involves supporting a Key Stage 3 pupil with an Educational Health Care Plan (EHCP), primary needs SEMH, along with providing support to the Learning Support Department.

Responsible to:

Head of Learning Support

Hours of Work:

25 Hours per week – term time only. Fixed term contract.

Duties:

- To develop an understanding of the SEN of the pupil concerned.
- To support the pupil to learn as effectively as possible both in group situations and individually, inside and outside of the classroom.
- To support subject teachers to understand and meet the needs of the pupil
- To help promote independent learning, develop study and organisational skills and to help keep the pupil on task and to build motivation.
- To support the pupil to develop effective social communication skills and peer relationships
- To employ strategies agreed with school and home to raise self-esteem, encourage independence in and outside of the classroom and to help with behaviours and to liaise with home and other professionals in this respect.
- To assist the SENCO to develop a suitable programme of support and to assist in the delivery of any individual learning programmes in accordance with the EHCP.
- To build and maintain a successful relationship with the pupil, treating them consistently with respect and consideration and sensitivity.
- To build and maintain successful relationships with members of the school community in order to effectively support the pupil
- To carry out any specific duties as outlined in the pupils EHCP and to be responsible for implementing the targets of the EHCP in liaison with teaching staff and the SENCO.
- To be involved in keeping records as required by the EHCP.
- To contribute to the pupil's Annual Review including writing reports and attending the Annual Review meetings.
- To foster links between home and school and to maintain confidentiality at all times.
- To participate in relevant professional development as deemed appropriate for the needs of pupil.
- To understand and apply the school policies on learning and behaviour and the statutory guidelines relating to SEN.
- Providing support where necessary within the Learning Support Department as directed by the Head of Learning Support.

Qualifications/Experience

Evidence of qualifications in this area; good experience in ICT. Evidence of having worked with children with SEN preferably in a secondary school environment.