**Great Marlow School**

**Job Description: Learning Support Assistant**

**Main purpose**: To work with individual and small groups of pupils with SEN, under the direction of the subject teacher, in order to promote the inclusion of pupils with SEN in a mainstream class, and to provide support for teaching and personalised learning.

**Line Managers**: SENCO and Head of Learning Support

**Supporting SEN pupils’ learning**

* Support pupils’ learning across the curriculum, tailoring support to match learners’ needs
* Support pupils to become independent, cooperative and collaborative learners
* Identify and remove barriers to pupils’ learning
* Adapt and customise materials and support teacher planning
* Motivate and encourage pupils
* Support pupils’ concentration and their progress towards lesson objectives
* Assist with the organisation of homework
* Contribute to the management of SEN pupils’ behaviour
* Implement and monitor advice from external agencies

**Supporting Personal development of pupils**

* Encourage positive attitudes and good behaviour
* Help pupils to develop good relationships with staff and other students
* Promote self-esteem
* Develop pupils’ personal organisation
* Carry out access arrangements for pupils with SEN during internal and public examinations

**Providing Pastoral Support**

* Promote SEN pupils’ well-being and resilience
* Safeguard the welfare of SEN pupils
* Support the transition and transfer of SEN pupils
* Act as a ‘champion’ and advocate for children with special educational needs

**Working with colleagues**

* Support and maintain collaborative, productive working relationships with school staff and professionals from external agencies
* Contribute to and support the work of the learning support team in school
* Liaise with pupils, teachers and external agencies to support pupils’ learning and well-being
* Take responsibility in developing your own continuing professional development
* Maintain diaries of progress of pupils with SEN

To undertake any further duties reasonably requested by the Headteacher or his/her representatives.