

## **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.