



## The St Marylebone Church of England School

### Job Description

**Post:** Learning Support Assistant/ Graduate Learning Support Assistant (with a focus on Maths)

**Department:** SEN

#### **Conditions of Employment**

You are employed in the capacity of Learning Support Assistant, subject to and with the benefits of the Conditions of Employment set out in your Contract of Employment. You are required to understand and be supportive of the Christian ethos of the School, adhere to the School's Staff Behaviour Policy (Code of Conduct) and be responsible for promoting and safeguarding the welfare of children and young person's whom you are responsible for or come into contact with.

#### **General Duties**

The post requires that you should take an appropriate share of the responsibilities attached learning support assistants generally within the School.

You will be responsible for assisting the classroom teacher in delivering the curriculum.

#### **Main Duties and Responsibilities**

- To provide in-class support for students as required.
- To work with individual SEN students on a withdrawal basis, as directed by the SENCo / Head of SEN. • To make sure that students have understood the teacher's instructions and to liaise with the teacher as necessary.
- To liaise with subject teacher before / during the lesson to ensure that effective support and planning is occurring.
- To establish an effective working relationship with students and colleagues.
- To assist in the educational and social development of pupils under the direction and guidance of the, SENCo, classroom teachers and the Head of SEN.
- To provide support for individual students inside and outside the classroom to enable them to fully participate in activities.
- Support students with emotional or behavioural problems and help develop their social skills. • To inform the teacher of any difficulties students may be experiencing.
- To inform the HOD/SENCo of any developments concerning SEN students.
- To accompany pupils / classes on educational visits where appropriate.
- To attend staff and department meetings.
- To attend reviews of the students' progress and contribute as appropriate.
- To participate in staff training and to highlight own training needs.
- To provide general assistance within the department as directed by the SENCo / Head of SEN. • To liaise with parents / guardians as appropriate.
- To support students with homework / coursework at lunchtime where necessary.
- To implement personalised learning programmes with individual students / groups in or outside lessons. • To assist teachers in planning lessons and resources.
- To enhance the provision for students by taking responsibility for specific long-term projects or short-term learning activities.
- To support teachers in monitoring pupils and assessing, recording and reporting on pupil achievement, progress and development.

- To co-tutor a form group.
- Other duties that arise through a school term that can be reasonably expected, as delegated by the Head of SEN and/or SENCo.

### **Appraisal**

As for all support staff, this role will be subject to the twice-yearly support staff appraisal cycle.

### **Person Specification**

- Excellent degree (minimum 2.1) in a relevant subject
- Genuine and demonstrable interest in working with young people and education.  
Commitment to achievement for all, regardless of background or ability.
- Excellent literacy and communication skills.
- Ability to lend subject-specialism to the learning and development of secondary-school pupils.  
Enthusiasm, initiative, resilience and pro-activity.
- Willingness to learn and participate in a dynamic educational setting.
- Ability to be a role-model to young people.
- An ability to assist in Maths.