

About the role

Join our dynamic and inclusive team as a Learning Support Assistant in our Special Educational Needs Department. We are looking to appoint a talented and energetic individual to help us provide an exceptional educational experience for our diverse group of students. As a key member of our small team, you will work closely with our Special Educational Needs Co-ordinator to assist our students in making the best possible progress by embracing the educational and pastoral opportunities that are available to them. We seek to provide our students with the best possible opportunity to succeed academically and pastorally, whatever their needs or abilities. In this rewarding role, you will have the opportunity to build meaningful relationships with our students as you guide them on their journey to academic and personal success. Our school fosters a nurturing environment where we celebrate diversity and promote a strong sense of belonging.

We are committed to your professional growth and development, making this position ideal for those looking to expand their skills in supporting students with special educational needs. You'll gain valuable experience working within a highly collaborative team that values creativity, empathy, and a passion for making a difference in the lives of our students. If you are eager to join a community that is dedicated to empowering students and cultivating a love for learning, apply now and become a part of our inspiring educational family.

Job description

Salary

The post holder will be paid on the appropriate point of the Halliford School Pay Scale. We have our own pay scale, which is significantly competitive and well above the maintained sector. This is a term time only position, 39.5 hours per week, 8:30am to 4pm Monday to Friday (extended to 5pm on two afternoons). There is also the possibility for a part-time position if appropriate.

Lines of Responsibility

The Learning Support Assistant is directly responsible to the SENCo.

Key Responsibilities

The key purpose of the role is to work closely with the SENCo and all colleagues in the successful delivery of the School's SEN policy and to help raise the achievement of those students on the SEND register.

Job Description

- Aid students to learn as effectively as possible both in group situations and on their own by:
 - Clarifying and explaining instructions.
 - Ensuring students are able to use equipment and materials provided.
 - Motivating and encouraging students as required by providing levels of individual attention,

Come as you are. Go as all you can be.

- reassurance and help with learning tasks as appropriate to their needs.
 - Using praise and assistance to encourage students to concentrate and complete tasks to the best of their ability.
 - Liaising with class teachers, SENCo and other professionals about Individual Education Plan and where appropriate EHCP review meetings, contributing to the planning and delivery as appropriate.
 - Liaising with parents.
 - Providing additional nurture to individuals when requested by the class teacher or SENCo.
 - Supporting students with self-regulating strategies.
 - Helping to make appropriate resources to support students.
 - Advocating for students when necessary and supporting them to develop independent learning skills.
- Monitor students' responses to the learning activities and, where appropriate, modify or adapt the activities as agreed with the teacher to achieve the intended learning outcomes.
 - Provide positive encouragement, feedback and praise to reinforce and sustain student efforts and develop independence and self-esteem.
 - Support students in developing social skills both in and out of the classroom.
 - Promote and support the use of ICT in learning activities and with specific programmes including voice activated software and keyboard skills and touch typing.
 - Understand and apply school policies as required.
 - Take part in training activities offered by the school to further knowledge and skills of working with students with different needs.
 - Provide students with support during unstructured time e.g. break and lunchtime and on educational visits.

Co-Curricular

- To take a full and active role in the co-curricular programme on offer at the School.
- To participate in educational visits as appropriate.
- To participate once a week as a member of the staff duty team.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

Applicants should:	Essential	Desirable	Primary means of assessment
Learning Support Experience in a School	✓		Application Form
Experience of working with young people with SEND		✓	Application Form
Educated to at least GCSE level 'C' or equivalent in English and Mathematics	✓		Supporting Letter / Application Form
Have high expectations of students	✓		Interview
Be able to communicate effectively with students age 11 – 18	✓		Interview
Be able to communicate effectively with colleagues and parents	✓		Interview
Work well as part of a small and dedicated team	✓		Interview
Act upon and listen to advice from colleagues	✓		Interview
Have a good range of teaching strategies	✓		Interview
Be able to effectively use data to help students achieve their full potential		✓	Supporting Letter
Ability to prioritise effectively	✓		Interview
A professional approach, which inspires confidence in students and parents.	✓		Interview
A commitment to ongoing personal training and development	✓		Interview
Have a sound understanding of Safeguarding within Schools / working alongside young people	✓		Interview
Excellent written and ICT skills (Microsoft Office)		✓	Interview
Be willing to participate in the wider co-curricular life of the School		✓	Interview
A good sense of humour	✓		Interview