

Herons' Moor Academy  
**JOB DESCRIPTION**

<b>SCHOOLS</b>	<b>SECTION</b> Teaching & Learning Support	
<b>JOB TITLE</b> Learning Support Assistant	<b>POST NO</b> IFT000163	<b>GRADE</b> JG3

**1. JOB PURPOSE:**

To support the inclusion of identified pupils with additional educational needs (A.E.N.) as part of the designated team within the school.

**2. ORGANISATIONAL CONTEXT**

The post holder is expected to work effectively with teachers, support staff and other professionals, contribute positively to the overall personal education plans for the students under the guidance of a classroom teacher.

**3. MAIN RESPONSIBILITIES**

- (i) Deliver classroom support for pupils as planned and supervised by teachers. (Individual and small groups – e.g. AEN, Inclusion, Gender, G&T).
- (ii) Support colleagues by assisting with resource preparation, display and care and support of pupils including health care.
- (iii) Keep records of work in order to provide feedback and general support. Contribute to IEPs & PSPs.
- (iv) Undertake activities as directed by teaching staff using differentiated resource materials in order to meet the needs of individual students. Participate in team planning & development of resources.
- (v) Provide support to improve levels of inclusion and achievement for students with A.E.N. through direct support for students.

**Generic Items**

To undertake any other duties commensurate with the grade of the post

To be aware of and understand the Academy's Single Equality Policy and ensure at all times that the duties of the post are carried out in accordance with the policy.

To ensure compliance with all relevant Health and Safety legislation and associated codes of practice and Academy policies.

#### **4. WORK CONTROL, SUPERVISION AND WORK PLANNING**

Working under the supervision of a teacher, support the IEPs for identified students and assist in tracking progress to evaluate the effectiveness of interventions.

#### **5. CONTACTS AND COMMUNICATION SKILLS**

The post holder will have regular contact with students, families or carers and colleagues.

The post holder must have the ability to engage and build relationships with students, colleagues and parents/carers.

#### **6. QUALIFICATIONS AND EXPERIENCE**

(Please see the attached person specification)

#### **7. GENERAL**

This job description only contains the main duties relating to this post and does not describe in detail the tasks required to carry them out.

#### **8. Additional information**

Some of the work undertaken within the school is of a highly confidential nature. The postholder must at all times maintain confidentiality and should be aware that, given the nature of the services provided by the school they may on occasions be exposed to information that they may find upsetting.