



Job Description

Job Title:	Learning Support Assistant/Administrator
School:	Duke's Secondary School
Salary:	Band 3
Responsible to:	Lead Learning Support Assistant/SENDCo

Key purpose

To work under the guidance of SENDCo /senior staff to support access to the curriculum for learners with additional needs and or disabilities and to provide general support to the teacher in the management of learners. Work may be carried out in the classroom or outside the normal teaching area.

To provide administrative support in order to meet the needs of the faculty, maintaining confidentiality at all times. To play an active role in ensuring the smooth running of the faculty and the wider school.

PRINCIPAL DUTIES AND RESPONSIBILITIES

Support for Learners

- Attend to the personal needs of learners including the implementation of personal learning programmes that may include social, health, physical, hygiene and welfare objectives.
- Supervise and support learners in their access to the curriculum.
- Establish good relationships with learners, acting as a role model and responding to the needs of each individual child.
- To actively promote inclusive practice within the classroom setting to ensure acceptance of all learners.
- Encourage learners to engage in, and participate in learning activities lead by the class teacher.
- To have challenging expectations that encourages learners to act independently and build self esteem.
- Provide feedback to learners in relation to progress and achievement under the guidance of the class teacher.
- Plan and deliver intervention as directed by SENDCo

Support for the Teacher

- Create and maintain a purposeful and orderly learning environment in line with lesson planning as provided by the teacher.
- Assist the teacher with the delivery of learning activities.
- Report to the classroom teacher, as agreed, on:
Learner problems
Learner progress
Learner achievements
- Undertake the maintenance of learners' records as directed by the class teacher/SEN Team.
- Support the teacher in the management of learner behaviour.
- Establish constructive relationships with parents and carers.
- Administer routine tests and invigilate exams.
- Undertake the routine marking of learners' work e.g. intervention work, routine spelling tests, routine maths tests etc.

Support for the Curriculum

- Undertake structured and agreed teaching programmes, adjusting activities according to learner responses.
- Help learners to understand instructions
- Support learning with respect to all of the local and national learning strategies
- Support learners in their use of ICT as directed by the class teacher
- Prepare and maintain equipment and resources required to meet learning activities and assist learners in its use.

Support for the School

- Comply with all school policies relating to:
Health and Safety
Equal Opportunities
Child Protection
Confidentiality and data protection.

- Work in such a way as to promote the ethos and vision of the school.
- Participate in training and development, and activities that contribute to the management of performance.
- Assist with the management of learners outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management.
- To undertake other duties and responsibilities as required commensurate with the grade of the post.

Administration Role

- Provide general administration support. For example, answering incoming calls and taking appropriate messages; greeting visitors and guests; preparing letters; typing and other IT-based tasks; photocopying; filing; collating and distribution of information to parents, staff, governors and members of the public.
- Take an active role in administrative duties in preparation for termly and annual reviews.
- Keep manual and computerised records, including pupil records, up to date, providing reports where necessary.
- Establish and maintain excellent relationships with pupils, parents and staff and other professionals at all times. Communicate effectively using email, telephone or other method(s).
- Assist with pupil welfare matters, including contacting parents and staff, and the administration of pupil activities including trips and visits.
- Undertake typing and word-processing, and take notes of meetings.
- Prepare money for banking and raise purchase orders when required.
- Ensure that the associated administration of any staff or pupil related activity or routine is completed accurately, and appropriately reported.
- Comply with all School and Trust policies

- Participate in training and development, and activities that contribute to the management of performance.
- Assist with the management of pupils outside the classroom, eg lunch times, school trips, break times, indoor and outdoor duty.
- Demonstrate the vision and values of the School in everyday work and practice.
- Motivate and work with others to create a shared culture and positive climate that reflects the vision and values of the School.
- To undertake other duties and responsibilities as required commensurate with the grade of the post.

This job description will be reviewed regularly and will be subject to change in line with the School's changing needs or requirements.