



# GATEWAYS SCHOOL

## Learning Support Assistant Job Description

<b>Accountable to:</b>	Head of Learning Support
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### Purpose of the Job

- The role of a Learning Support Assistant will be utilised differently across primary and secondary school, depending on the needs of the pupils.
- As a Learning Support Assistant you will be expected to guide individuals or small groups of pupils with Special Educational Needs (SEN), work both within and outside of the classroom, under the direction of the SENCo and teachers as well as independently.
- The objectives of a Learning Support Assistant will differ according to the individual requirements of each pupil. The overall function is to support SEN pupils with varied needs through the academic, personal and behavioural elements of school life.

### Responsibilities

- Supporting SEN pupils on a 1:1 basis.
- Providing targeted support outside of the classroom.
- Work on differentiated activities with groups of students.
- Liaise with SENCo to deliver SEN provision.
- Developing social/emotional skills (depending on the individual need), promoting positive self esteem.
- Working with teachers to monitor progress of pupils.
- Deliver targets intervention directed by the SENCo.
- Be responsible for safeguarding and promoting the welfare of children.
- Follow all school policies and procedures.
- Attend all school training days and meetings as required.
- Carry out any other duties as required by the Head of Learning Support, Head of Prep and Head.

This job description may be subjected to amendment upon the mutual agreement of the Head and the individual member of staff and will be reviewed annually.



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Person Specification	Essential	Desirable
<b>Qualifications</b>		
A* - C in English and Maths ( <i>or equivalent</i> )	X	
Learning Support/Teaching Assistant Qualification		X
<b>Experience</b>		
Experience in a similar role		X
Experience working with children		X
<b>Skills</b>		
Excellent listening and communication skills.	X	
Excellent problem-solving skills.	X	
<b>Knowledge</b>		
Knowledge of child development.		X
<b>Personal Attributes</b>		
Patient, kind and approachable.	X	
To be reliable and punctual.	X	
Enthusiastic, positive and creative.	X	
<b>Safeguarding Children</b>		
Ability to maintain appropriate relationships and personal boundaries with children and young people.	X	
Emotional resilience when working with challenging behaviours and appropriate attitude to the use of authority to maintain discipline.	X	
Understanding of the importance of safeguarding and child protection and its impact on this role.	X	