

SAINT CECILIA'S CHURCH OF ENGLAND SCHOOL

JOB PROFILE **For a Learning Support Assistant**

DATE April 2021

JOB CONTEXT Saint Cecilia's Church of England School is a co-educational comprehensive school for pupils aged 11-18 years in the Diocese of Southwark and the London Borough of Wandsworth, specialising in the teaching of music and mathematics. The school opened in September 2003. There are now 950 pupils on roll, including the Sixth Form, but this will increase as we finish our school expansion programme.

This job profile recognises the requirements of the current NJC Pay and Conditions Regulations and reflects the vision, aims and policies established by the Governing Body.

TITLE Learning Support Assistant

JOB PURPOSE To ensure that all pupils, particularly those with Special Educational Needs, are able to access the whole curriculum.

To work with individuals and small groups of pupils in the classroom, under the supervision of a teacher, in order to provide support, guidance and assistance as required.

To prepare materials for classroom use in order to support children with learning difficulties.

To undertake routine administrative tasks relating the provisions of the Code of Practice for Pupils with Special Educational Needs.

To undertake any additional duties or responsibilities as reasonably determined by the Headteacher.

ACCOUNTABLE TO

for line management
and performance
management

The Curriculum Team Leader for Learning Support
(The SENCo)

Key Tasks and Accountabilities

- **Working with Pupils**

- a) To provide support to individuals and groups of pupils in order to build skills and confidence, and facilitate learning.
- b) To work with teaching staff to develop strategies for encouraging pupils in their learning and facilitate high levels of achievement.
- c) To assist in the setting and monitoring of pupil targets.
- d) To record and report on pupil progress as directed.
- e) To attend and contribute to departmental meetings, pupil planning meetings and pupil review meetings as directed.

- **Working with School Staff**

- a) To work with teaching and support staff to ensure that appropriate strategies are in place to encourage pupil learning.
- b) To work with teaching and support staff to ensure that curriculum materials are tailored to meet pupils' learning needs.
- c) To attend and contribute to review, planning and departmental meetings as directed.

- **Working with Parents**

- a) To provide information for parents about their children's progress as directed.
- b) To have contact with parents as required to facilitate their children's learning.

- **Working with Other Agencies**

- a) To provide information for other agencies working in partnership with the school as required.
- b) To attend training with external agencies as directed.
- c) To collaborate with external professionals, as necessary, to ensure suitable provision for the pupils you support.

- **Administration**

- a) To provide appropriate support for teaching staff in the preparation of classroom materials, particularly through the use of ICT.
- b) To collect and collate a range of pupil information as directed.
- c) To update the provision map as necessary to ensure accurate and to up to date information is held on pupils and provisions.