



Job Profile

Learning Support Assistant

Date December 2023

Job context:

Saint Cecilia's Church of England School is a co-educational Church of England 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. There are 150 pupils in Year. There are now over 1,000 pupils on roll, including approximately 200 in the Sixth Form. This job profile reflects the vision, aims and policies established by the School's Governing Body.

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:

Special Educational Needs Coordinator SENCo

Key Tasks and Accountabilities

Working with Pupils:

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

Working with School Staff:

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

Working with Parents:

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

Working with Other Agencies:

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

Administration:

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

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