



Job Description

Job Title: Learning Support Assistant (Special Educational Needs)

Reporting to: Head of Special Educational Needs

Grade: Scale 1/2

Overall purpose of the post:

Working as part of a large team of Learning Support Assistants, the main task is to provide learning support for the students and staff of Outwood Grange Academy. Additional tasks include assisting with the preparation and production of teaching materials, providing special examination arrangements and departmental administration

Main duties and responsibilities:

Teaching and Learning

- Assist in the educational and social development of students under the direction of the Principal, the SENDCO and subject teachers.
- Assist in the implementation of Individual Educational Programmes for students and help to monitor their progress
- Provide support for individual students both inside and outside the classroom to enable them to access all aspects of the curriculum.
- Work with other professionals, such as speech therapists, physiotherapists, advisory teachers, as necessary.
- Assist in maintaining student records.
- Provide support for students with a range of special educational needs as identified through the statutory assessment process.
- Provide support for students in helping to collate information for Annual Reviews, meetings with outside agencies and Individual Education Plan reviews.
- Undertake other duties commensurate with the grade for the job from time to time as the directed by the Principal.
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Standards and Quality assurance

- Support the aims and ethos of the Academy 'Students First' - With rights come responsibilities.
- To work as part of a flexible and supportive team.
- To undertake relevant training to enhance personal development and use the knowledge to benefit the college.
- Attend team and staff meetings as may be organised to develop and disseminate good practice.
- Undertake professional duties that may be reasonably assigned by the Principal.
- Set a good example in terms of dress, punctuality and attendance.
- Be proactive in matters relating to health and safety.
- Ensure that all Child Protection issues are dealt with in accordance with Academy policies and procedures.

Qualifications/Skills

5 GCSE Levels (or equivalent) at grades C and above, including Maths and English. An IT qualification would be an advantage.

Special Features

The Academy values the work of all support staff and seeks to encourage personal development. This is particularly relevant to posts in the Learning Support Department and the Academy will provide training and assistance wherever possible via the fixed training and development time held on a Tuesday afternoon.

This contract is a temporary contract linked to SEN funding and will end at 31 August 2017.

Personal Contacts

External: Contractors, suppliers, parents, external agency professionals, other government and local authority staff, other staff from academies and schools.

Internal: Students, staff, Board and Academy Council members, parents and any other visitors to the Academy.