



## **Stockport School**

### **Job Description**

#### **Learning Support Assistant**

**Salary:** **Scale 3, Points 5 – 6 (£24,790 - £25,183 full-year annual salary)**  
**Actual Salary: £18,115 - £18,402**

**Hours:** **31.33 hours per week, Term time, plus 2 Inset days only**  
**8.30am – 4.00pm (except Thursday 8.30am – 3.50pm and Friday 8.30am – 3.00pm)**  
**(20 minute & 40 minute unpaid break each day)**  
(with opportunity for additional paid overtime to supervise reading & literacy interventions, student enrichment clubs, lunch duties, and student work at lunchtime and after school).

**Post reports to:** **Director of SEN (SENCO)**  
**Senior Line Manager**

Stockport School is committed to continuous professional development. We welcome applications from aspirational and experienced support staff, and also teachers who hold QTS. Learning Support Assistants who decide to pursue a future career in education will be supported in their applications for PGCE and Schools Direct courses.

#### **Main Purpose of the Job**

- To support teaching, learning and progress, and the development of independent learning skills of students with additional learning needs, particularly including those with EHCPs and those at SEN School Support.
- To Support students with additional learning needs and particularly those who have a Special Educational Needs Education Health Care Plan (EHCP): cognition and learning; emotional and behavioural difficulties.
- To provide regular timetabled in-class support of students with SEN/D and particularly those with EHCPs.
- To liaise and communicate effectively and proactively in conjunction with Teaching staff in the support of lessons for students with additional learning needs and particularly those with EHCPs.
- To liaise effectively, including regular communication, information sharing, and strategy planning/action with Pastoral (Heads of Year), SEN/D leaders and staff, SLT, and other Attendance / First-Aid Support staff in relation to the support of students with additional learning needs and particularly those with EHCPs.
- To work as part of the team to ensure that the wellbeing and personal development of the student enhances their learning opportunities, independence and life skills.
- To provide regular feedback to the SENCO about any student's difficulties and progress.
- To understand and apply the school policies on learning and behaviour, and the statutory guidelines relating to disability discrimination and special educational needs.
- To maintain confidentiality and sensitivity to the students' needs but have regard to the safeguarding procedures of the school.
- To assist the child's integration into the rest of the class/group.
- To use support strategies that will enhance students' self-esteem and encourage acceptable behaviours.
- To care for the safety, welfare and hygiene of the child.
- To liaise and communicate effectively with the parents/carers of assigned students.

- To cover as required for absent colleagues within the SEND department.
- To carry out duties as directed by the SENCO, Senior Line Manager or Headteacher.

## **Summary of the Responsibilities and Personal Duties**

### **Curricular Activities**

- To work with the child individually or in a group on a programme of activities planned and directed by the teacher.
- To work with other children, where it is in the child's interest to work individually with the class teacher or to develop independent learning.
- To work with SEN students to support and develop their reading skills.
- To provide alternative differentiated tasks for students when appropriate.
- To facilitate Access Arrangements for examinations for SEN students by acting as reader/scribe and invigilator.
- To provide reports and attend review meeting as required.
- To liaise and communicate with outside agencies as required.

### **Cognition and Learning**

- To support students' cognition and learning needs in lessons, in line with the targets provided by the SEN panel.
- To work with other children, where it is in the child's interest to work individually with the class teacher or to develop independent learning.
- To support students in developing strategies to chunk and scaffold their tasks independently.
- To work with targeted students to support and develop their reading skills.
- To facilitate Access Arrangements for examinations for SEN students by acting as Adult Helpers (e.g. reader, scribe and invigilator).
- To liaise and communicate with internal staff and outside agencies as required.

### **Support for Children with Emotional and Behavioural Difficulties**

- To help the child to focus his/her attention and keep on the task.
- To help the child develop positive relationships with other children and adults.
- To be ready to listen to the child and offer appropriate support when necessary.
- To use techniques of reward and time out as part of a behavioural programme.
- To provide information for behavioural records and report back as required.
- To liaise with parents/carers where appropriate
- To support and implement school behaviour policy
- To undertake such other duties related to the school and appropriate to the school.

### **Health and Safety**

- Co-operate with the employer on all issues to do with Health, Safety & Welfare.

**Continuing Professional Development**

- In conjunction with the line manager, take responsibility for personal professional development.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.
- Maintain a professional portfolio of evidence to support the Performance Management process - evaluating and improving own practice.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

**Job description agreed correct by:**

Postholder:

Signed: ..... Date.....

Supervisor/line manager:

Signed: ..... Date.....