

## **THE CHALFONTS COMMUNITY COLLEGE**

### **JOB DESCRIPTION**

Job Title:	Learning Support Assistant
Line Manager:	Leader of Learning Support
Responsible to:	The Principal
Role and Responsibilities:	To work as part of the Learning Support team in the inclusion and supporting of those with SEND needs in mainstream classes.

### **Major Aspects of the Role: Supporting learning in class**

- ❖ To develop an understanding of SEND students individual needs
- ❖ To establish a supportive relationship with the students concerned.
- ❖ Enabling the student to use the equipment and materials provided
- ❖ Motivating the student
- ❖ Assisting in weak areas e.g. reading, spelling, organisation, language
- ❖ Helping students to concentrate on and record work appropriately
- ❖ Assist students with their physical needs and personal care where necessary
- ❖ Working co-operatively with members of teaching staff
- ❖ Monitoring the progress of those with Special Educational Needs
- ❖ Aid students to develop organisational skills and increasing independent life skills
- ❖ To model good practice

### **Team working**

- ❖ Attending scheduled meetings as required
- ❖ To be involved in keeping records and evaluating interventions and provide regular feedback about students' progress
- ❖ To liaise with teachers and other Learning Support Assistants supporting the students
- ❖ To liaise regularly with parents of supported students at SEND/Annual Review meetings
- ❖ To provide support to other students as directed by class teachers

## **Supervision arrangements**

- ❖ Regular meetings for Learning Support (weekly morning briefings, full team meeting fortnightly)
- ❖ Attending to own professional development needs and actively seeking opportunities to develop professionally.
- ❖ Yearly performance management reviews
- ❖ Regular meetings with named mentor

This job description will be reviewed as and when necessary in accordance with the needs of the Chalfonts Community College.