



# CROFTON SCHOOL

## HUMAN RESOURCES

<b>Role:</b>	Learning Support Assistant
<b>Grade:</b>	B
<b>Working days:</b>	Term time plus 1 additional week; Monday – Friday or as instructed by the SENDCO.
<b>Reports to:</b>	Director of Inclusion Learning Support and Staff Development Coordinator (LSDC)

---

This role profile does not define in detail all the duties and responsibilities of the post. Your attention is drawn to the Crofton School Staff Handbook, which gives details of current school routines.

---

### **Job Purpose:**

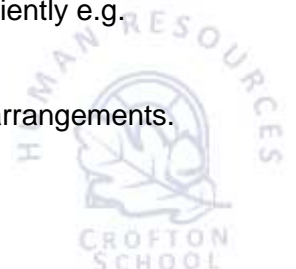
To work in partnership with the teaching staff to foster effective participation of students in the social and academic processes of the school.

---

### **Roles and Responsibilities:**

Supporting Students and Subject Teachers:

- Working with individuals or groups of students, assist in ensuring students are kept on task and complete the activities set.
- Plan and work with individuals or small groups of students with SEN outside the classroom as directed.
- Provide support for the student(s) emotional and social needs and encourage and role model positive behaviour in line with the school's behaviour policy, addressing any behavioural issues as they arise in accordance with school policy.
- Liaise with subject teachers as necessary, preparing suitable work, implementing lessons plans and providing feedback to students as required.
- To act as a Key Worker to specified students to support their learning within school and to be a point of contact for parents.
- Be aware of the needs of all students on the SEN register.
- Identify opportunities for students with SEN to work independently where appropriate; at such times to support other students in the classroom as appropriate.
- Keep records and review students' progress (including attendance, behaviour and learning) and prepare confidential progress reports on students with SEN as necessary.
- Contribute to annual reviews of students, attend Review Meetings and Case Conferences as required.
- Support Learning Support Team with the production of Pupil Profile documents where students have the specific identified need.
- Arrive promptly to lessons and assist the class teacher, where possible, with the preparation for lessons and, where appropriate, to encourage students to interact with others and engage in activities led by the teacher.
- Be flexible with the timetable in order to allow the department to function efficiently e.g. covering internal absences.
- Accompany and support students on trips and out of school activities.
- Provide invigilation cover and examination support for students with special arrangements.
- Liaise with parents as directed
- Attend to personal care needs as required



- Contribute where possible to both the School Improvement Plan and Department Development Plan and to the School Special Educational Needs Policy.
- Undertake any other duties as may be reasonably allocated within the purview of the post by the Headteacher or delegated officer.

**Safeguarding and Confidentiality:**

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.

**Health and Safety:**

- Be fully aware of health and safety regulations.
- Be familiar with fire and other similar evacuation procedures and to act in accordance with them in any emergency situation.
- Take responsible care for the health and safety of yourself and others who may be affected by your actions or omissions at work.
- Cooperate with any requirements to adhere to Statutory or other safety regulations.

---

**Review:**

This role profile will be reviewed annually during the performance management and may be amended after consultation.

Date Reviewed: July 2020

Reviewed by: SENDCO

