



Post Title:	Learning Support Assistant
Purpose:	<ul style="list-style-type: none">• To strengthen Sir William Ramsay's position as a diverse community school, where all students achieve.• To contribute to the improvement of student examination outcomes.• To contribute to the development of outstanding teaching across the school.• To share a vision, sense of purpose and pride in the school.
Direct Reporting :	Special Educational Needs Coordinator

CORE DUTIES:

Operational & Strategic Planning	<ul style="list-style-type: none">• To support statemented and other designated pupils in the classroom as directed by the Special Educational Needs Coordinator.• To assist Special Needs Department staff, Heads of Department and subject staff in the classroom in the preparation and presentation of relevant teaching and learning materials, and to also assist subject staff in carrying out departmental aims and objectives in supporting designated pupils.• To give particular support to physically handicapped pupils in practical classroom situations and at times when these pupils are likely to experience difficulty.• To assist in the manual handling and lifting of physically handicapped pupils, including assisting with the toileting requirements of pupils.• To work as a team member and contribute to the development of outstanding schemes of learning and teaching.• To assist designated pupils, in particular those with physical handicap, on school trips/visits as directed by the Special Educational Needs Coordinator.• To undertake other duties as directed by the Special Needs Co-ordinator.
Quality Assurance:	<ul style="list-style-type: none">• To be involved, where appropriate, in in-service training with particular reference to the developing role of Learning Support Staff in the mainstream Secondary School.
Management Information:	<ul style="list-style-type: none">• To keep a record of all lessons attended in support of statemented/non-statemented pupils, including a brief statement on the nature of support offered.
Communications & Service Orientation:	<ul style="list-style-type: none">• To communicate effectively and co-operate with persons or bodies outside the school and to actively promote the school's ethos when doing so.• To represent the school's views and interests.• To liaise with parents as necessary through home/school contact books, and to keep Heads of Departments and other staff aware of comments.

Marketing and Liaison:	<ul style="list-style-type: none"> • To contribute to the School liaison and marketing activities. • To develop effective links with partner schools, external agencies the community, primary and partners. • To actively promote the school and its corporate wellbeing.
Management of Resources:	<ul style="list-style-type: none"> • To liaise with Matron in connection with the welfare of physically handicapped pupils. To support Matron in the supervision of the arrival and departure of physically handicapped pupils to and from school premises. • To liaise with Special Needs Department teaching staff on matters affecting the academic development of physically handicapped pupils.
Pastoral Care & Welfare System:	<ul style="list-style-type: none"> • To monitor and support the overall well-being progress and development of students. • To contribute to the monitoring of student progress in relation to learning targets ensuring that interventionist strategies are implemented.
Safeguarding	<ul style="list-style-type: none"> • To be generally responsible for safeguarding and promoting the welfare of students • To be responsible of own Health and Safety and that of others
Additional Duties:	<ul style="list-style-type: none"> • To play a full part in the life of the school community in implementing its vision, mission and ethos and support staff and students to do likewise • To actively participate in the appraisal system
OTHER CORE DUTIES::	
<ul style="list-style-type: none"> • To continue personal development as agreed • To comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job profile • To take the lead in courtesy to colleagues and parents and carers, in modelling the school ethos to visitors and callers <p>The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition</p> <p>This job profile is current at the date shown, but, in consultation with you, may be changed to reflect or anticipate changes in the job commensurate with the grade and job title.</p>	

Signed:

Date: