



JOB DESCRIPTION

JOB TITLE	Learning Progress Assistant
GRADE	Scale 1/2, SCP 2-4 (Dependent on experience) (£17,711- £18,426 pro rata, actual salary £10,508 - £10,932)
RESPONSIBLE TO	SEN Administrator / SENCO / Head of Department
HOURS OF DUTY	25 hours 25 minutes per week, term time only Hours to be confirmed upon appointment – working times will be between: Monday – Friday 9.00am to 2.50pm (Break 15 minutes and lunch 30 minutes, both unpaid). This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
ANY SPECIAL CONDITIONS OF SERVICE	Appointment to this post is subject to Disclosure and Barring vetting checks. The school operates a No Smoking Policy.

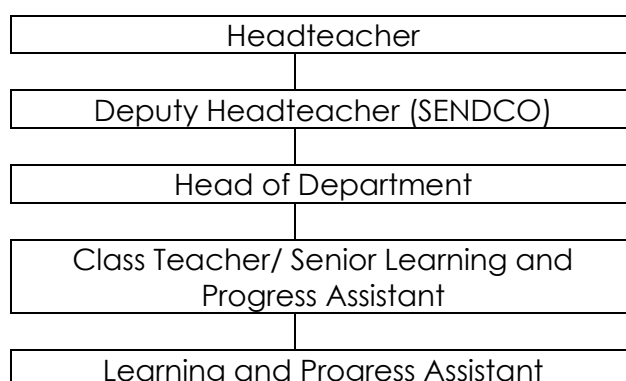
PURPOSE OF THE JOB

To provide intervention and support to individuals and groups of children so that their learning and progress is accelerated under the direction/instruction of teaching &/or senior staff, inclusive of physical/social needs, general care. The post holder may be attached to a specific department.

To track and improve the learning and progress of identified students with additional needs

To devise (with teaching and other appropriate staff) and then facilitate, specific learning interventions to target improved progress in the classroom and beyond, so that academic achievement is improved.

ORGANISATIONAL CHART:



CONTROL OF RESOURCES

Personnel : **None**

Financial : **None**

Health/Safety/Welfare : The post holder is responsible for the health, safety and welfare of him/herself and others within their care, in accordance with the school's and the Health and Safety at Work Act, 1974.

RELATIONSHIPS (internal and external):

Internal:

1. Teaching and support staff within the school
2. Users of the school
3. Voluntary helpers
4. Pupils

External:

1. Parents/Carers
2. Staff in other schools and within the LA

Responsibilities: The postholder must perform their duties in accordance with the school's Equal Opportunities Policy.

MAIN DUTIES

Support for the Pupil

- Support identified pupils to promote progress so that their academic performance improves
- Monitor academic and behavioural progress.
- Facilitate all necessary intervention programmes as required by the class teacher.
- Support any pupils, with Special Educational Needs, to access the curriculum in line with appropriate lesson plan/teacher direction
- Establish good relationships with pupils, acting as a role model.
- Be aware of and respond appropriately to individual pupil needs.
- Promote inclusion and acceptance of all pupils regardless of race, gender, sexual orientation and background.
- Encourage pupils to interact with others and engage in activities led by the teacher.
- Encourage pupils to act independently as appropriate.
- Promote self-esteem and independence.
- Respond to pupils minor medical problems
- Deal with the personal care and comfort of pupils as required.

Support for the Teacher

- Support identified pupils, with their learning as directed by the teacher or to an agreed intervention programme
- Liaise with the teacher so that they are clear about the specific intervention programme and the SOW that are being taught
- Monitor and report student achievements, progress and issues as appropriate in agreed format.
- Undertake student record keeping as requested.
- Support the class teacher to manage pupil behaviour in line with the school policy and ensure reports are made in agreed school format.
- Challenge inappropriate behaviour and uniform issues in line with the expectations required of all staff.
- Assist with the preparation of displays of children's work
- To escort pupils as necessary and assist in movement around the school.

Support for the Curriculum

- Support pupils to access the curriculum in line with appropriate lesson plan/teacher direction.
- Help develop and prepare differentiated resources as directed by the teacher / Head of Department.
- Assist pupils in the use of appropriate resources in accordance with the lesson plan.

Support for the school

- Be aware of and comply with all school's policies and in particular the procedures relating to child protection, health, safety and security, confidentiality and data protection. Report all concerns to an appropriate person (as named in the policy concerned).
- Contribute to the school ethos, aims and development/improvement plan.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Assist with Administrative duties if required.
- Participate in training and other learning activities as required.
- Assist with the supervision of pupils out of directed lesson time, including before and after school if appropriate and within working hours.
- Accompany teaching staff and pupils on visits, trips and out of school activities as required.
- Assist with the organisation, routines and upkeep of the learning environment.

SECONDARY DUTIES

The postholder may reasonably be expected to undertake other duties commensurate with the level of responsibility that may be allocated from time to time.

Signed	Post holder	Date
Signed	Line Manager	Date