

## THE JOHN COLET SCHOOL

JOB DESCRIPTION: Classroom Assistant/Learning Support Assistant  
LEVEL: BP1b  
PATTERN: 28hrs 5mins week; 38 weeks (plus 2 INSET days)  
between 8:20am to 2.55pm

RESPONSIBLE TO: SENCO/Head of Department assigned to

*This school is committed to safeguarding and promoting the welfare of children and young people and requires all staff to share this commitment.*

### DUTIES AND RESPONSIBILITIES

**Main Task:** To support the individual learning needs of pupils throughout the department assigned to and other areas where requested.

This will involve:

- Working with the class teacher to support pupils' learning in lessons and enhance their progress.
- Supporting pupils in all areas of learning under the guidance of the teacher or the SEND Manager.
- Supporting the use of ICT in learning activities and helping to develop pupils' competence.
- Supporting pupils learning on an individual basis.
- Administering routine tests and invigilating exams involving SEN pupils, acting as scribes or readers as required.
- Providing feedback to pupils on their progress and achievement under the guidance of the teacher/SEND Manager.
- At regular meetings, providing feedback to members of the Individual Learning (IL) Department and Subject Team Leaders on pupils' achievements, progress and any problems.
- Attending reviews with parents as requested.
- Assisting with the development and implementation of Individual Provision Maps (IPM).
- Undertaking pupil record keeping as requested.
- Undertaking administration tasks to assist in the smooth running of the department. □
- Participating in training and other learning activities.
- Participating in the school's professional development programme.
- Be aware of school policies and procedures and reporting any concerns to an appropriate person.
- Contributing to the ethos, work and aims of the school.
- Providing support to students during periods of contact and help promote a general feeling of well-being within the School.
- Participating in the School's appraisal system.
- Taking responsibility for personal and team Health and Safety ensuring that all accidents and near misses are reported.
- To undertake other work as directed by the Line Manager.
- To assist with school trips

**The duties of this post may vary from time to time, as required by the Headteacher, without changing their general character or level of responsibility.**

"This job description will be reviewed and updated periodically in order to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Headteacher/Manager in consultation with the postholder. In these circumstances it will be the aim to reach agreement on reasonable changes, but if agreement is not possible management reserves the right to make changes to the job description following consultation"