

LEARNING ASSOCIATE JOB DESCRIPTION

Responsible to: Director of Learning SEND

The following job description describes in general terms the normal duties you will be expected to undertake. However, the job or duties described may vary or be amended from time to time without changing the level of responsibility associated with the post

Teaching and Learning

- Assist in the education and social development of students under the direction and guidance of the Director of Learning – SEND and subject teachers.
- Deliver learning programmes to individuals or small groups of students. These programmes are planned and monitored by teaching staff and allocated to Learning Associates according to experience and qualifications.
- Provide support for individual students inside and outside of the classroom to enable them to fully participate in activities.
- Provide personal care for students with disabilities e.g. assistance with mobility, toileting etc. Accompanying students on out of school activities as required.
- Work with other professionals, e.g. EP, speech and language therapist, occupational therapists and physiotherapist, as necessary. This may include supervising or delivering programmes devised by professionals for individual students, after receiving appropriate training.
- Tutor and assist students individually or in small groups in order to help them master assignments and reinforce learning concepts presented by teachers.
- Assist SEN Department and subject teachers with the maintenance of student records.
- Liaise with staff and provide feedback to staff verbally or through written observations to ensure that all students' needs are catered for.
- Support enforcement of school policies and rules governing students.
- Assist with access tests and support students as a reader/scribe.

Administration duties

- Support class teachers in delivering an inclusive curriculum.
- Occasionally assist SEN Administrator with general administrative duties.
- Assist in preparing and presenting students' work.
- Assist and contribute in collating information for Annual Reviews and other student focus meetings.
- Undertake other duties from time to time as the Headteacher and/or Department of SEND/SSC may require.

Standards and quality assurance

- Support the aims and ethos of the school.
- Set a good example in terms of behaviour, dress, punctuality and attendance.
- Attend team and staff meetings held during the agreed working day.

- Be proactive in matters relating to health and safety.

PERSON SPECIFICATION – Learning Associate

The following are some of the qualities we will be looking for in the successful applicant.

Skills and Attributes	<ul style="list-style-type: none">• Ability to explain ideas clearly and succinctly• Ability to communicate effectively in writing as appropriate for the needs of the audience• Approachable, caring and personality with integrity and the ability to listen and support colleagues• A high level of commitment• Basic ICT skills to help enhance student learning• Flexibility and adaptability• Willingness to ask for advice and support where necessary• A willingness to undertake professional development
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