



Highams Park School

An independent state funded Academy

Principal - Mr N Armsby BA (Hons), PGCE, MA, NPQH

34 Handsworth Avenue
Highams Park
London E4 9PJ

Phone: 020 8527 4051

Fax: 020 8503 3349

enquiries@highamsparkschool.co.uk

www.highamsparkschool.co.uk

Post Title:	LEARNING SUPPORT ASSISTANT
Salary / Grade:	SCALE 2 (Pts 3-4)
Works with:	SENCO
Responsible to:	ASSISTANT PRINCIPAL
Hours / Weeks	30 Hours 10 Minutes Per Week / 39 Weeks per Year
<u>Job Purpose</u>	
To work with children with a wide range of special needs including learning difficulties, autistic spectrum disorder, ADHD, visual Impairment and behavioural and emotional difficulties.	
<u>Responsibilities</u>	
<ul style="list-style-type: none">• To work as part of the learning support team alongside other members of staff supporting all students, paying particular attention to those with special needs as identified by the SENCO.• To actively encourage all students to achieve their full potential and help them access the National Curriculum by preparing resources and planning interventions.• To build students' self-esteem through emotion coaching and awareness of mental health.• To encourage student independence and self-reliance using the graduated approach to support.• To use the school's system of rewards in order to encourage students to do their best and to build positive relationships with students.• To work with students on a one-to-one basis or in small groups, giving extra support when needed, using specialist knowledge of material and/or SEN.• To work with teaching staff regarding those students who may have a problem not previously identified, to assess and report to SENCO as necessary.• To promote and facilitate the inclusion of all students, especially those with SEND.• To support and help teachers in providing suitable learning experiences for their classes with an appropriate level of challenge for students to experience success.• To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with Line Manager.• To record and feedback to SENCO information about student progress when appropriate.• To write and review SEND student pupil passports, termly as part of the APDR – code of practice guidelines and communicate the review of the passports to parents via a range of communication agreed by the SENCO.• To meet with parents as part of the assess, plan, do, review cycle and help them to complete any necessary paperwork for external referrals.• To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace.• Ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy and e Safety policy.• The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out appropriate duties within the context of the job, skills and grade.• Supporting the ethos, aims and core values of the school• minimum, higher education is preferred.	



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Personal Specification

Essential

- To maintain confidentiality and Data Protection adherence at all times.
- Excellent working knowledge of equipment and ICT packages relevant to specialist area.
- Ability to negotiate effectively with adults and children.

Desirable

- Previous experience and/or working in a school, but not essential as training will be given.
- GCSE (or equivalent) at grades A* to C in English and Mathematics and education to A-level as a minimum, higher education is preferred.