

<b>Role:</b>	<b>Learning Support Assistant (The Croft)</b>
<b>Grade:</b>	B
<b>Working hours:</b>	34 Hours per Week
<b>Working days:</b>	Term time plus 1 additional week; Monday – Friday or as instructed by the Headteacher/your line manager.
<b>Reports to:</b>	ASD Coordinator

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This role profile does not define in detail all the duties and responsibilities of the post. Your attention is drawn to the Crofton School Staff Handbook, which gives details of current school routines.

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**Job Purpose:**

To provide appropriate support to students with special needs, ensuring that all aspects of the role profile are effectively delivered.

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**Roles and Responsibilities:**

Supporting Students and Subject Teachers:

- Provide appropriate in class support to students with special educational needs (SEN) as directed by the subject teacher and the Croft Manager.
- Plan and work with individuals or small groups of students with SEN outside the classroom as directed by the subject teacher and the Croft Manager.
- Liaise with subject teachers as necessary.
- Be aware of the needs of all students in the Croft.
- Attend daily briefings as required.
- Keep records of students' progress (including attendance, behaviour and learning) as directed by the Croft Manager and report concerns and successes to the Croft Manager.
- Identify opportunities for students with SEN to work independently where appropriate; at such times to support other students in the classroom as appropriate.
- Assist and differentiate suitable work for the student(s) under the guidance of the teacher and external professionals.
- Arrive promptly to lessons and assist the class teacher, where possible, with the preparation for lessons and, where appropriate, to encourage students to interact with others and engage in activities led by the teacher.
- Provide support for the student(s) emotional and social needs and encourage and role model positive behaviour in line with the school's behaviour policy.
- Demonstrate high expectations of work and behaviour.
- Attend relevant in-service training sessions.

- Be flexible with the timetable in order to allow the department to function efficiently e.g. covering internal absences.
- Accompany and support students on trips and out of school activities.
- Write confidential progress reports on Croft students as necessary and contribute to annual reviewing of Statemented of students.
- Attend Review Meetings and Case Conferences as required.
- Provide invigilation cover and examination support for students with special arrangements.
- Liaise with parents as necessary under the direction of the Croft Manager.
- Attend to personal care needs.
- Whilst on duty during break times and lunch times, positively interact with students by modelling appropriate social interactions and behaviour.
- Build a positive relationship with allocated key child communicating daily with parents and carers as directed by the Croft Manager.
- Contribute where possible to both the School Improvement Plan and Department Development Plan and to the School Special Educational Needs Policy.
- Undertake any other duties as may be reasonably allocated within the purview of the post by the Headteacher or delegated officer.

Safeguarding and Confidentiality:

- Be aware of and comply with policies and procedures relating to child protection, security, confidentiality and data protection, reporting all concerns to an appropriate person.

Health and Safety:

- Be fully aware of health and safety regulations.
  - Be familiar with fire and other similar evacuation procedures and to act in accordance with them in any emergency situation.
  - Take responsible care for the health and safety of yourself and others who may be affected by your actions or omissions at work.
  - Cooperate with any requirements to adhere to Statutory or other safety regulations.
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