



Learning Support Assistant

Job Purpose

To support students with additional needs in accessing the mainstream education curriculum offered at Brentwood School.

Hours

Full time (38 hours per week, term-time only)

Report to

Head of Learning Support (SENDCo)

Contacts

Senior Deputy Head (Pastoral), Director of Pastoral Care and Safeguarding, Director of Pupil Wellbeing, Assistant Director of Pupil Wellbeing, Heads of Year, Deputy Heads of Year, tutors, Pastoral Mentors, Bursary Mentor, Deputy Head of Year 7 (transition), SAN nurses, colleagues in the Learning Support Department, Chaplain, School Counsellors, Heads of Department, Boarding Houseparents.

Department

Learning Support

Key Responsibilities & Accountabilities

Safeguarding responsibilities

- To adhere to the School's Safeguarding policy, which includes the staff safeguarding code of conduct, and KCSIE (Part 1);
- To be aware of and alert to signs and indicators of abuse, neglect, or other safeguarding concerns;
- To understand that children may disclose concerns to any trusted adult, not just teachers;
- To be vigilant in all areas of the school, including corridors, playgrounds, and communal areas;
- To communicate any safeguarding concerns as soon as possible to the DSL or a Deputy DSL. For any serious concerns, speak to a member of the safeguarding team and then record your notes on the online safeguarding reporting system, CPOMS. If you cannot contact a DSL or DDSL or member of SLT, contact the reception and admin team who will be able to locate them.
- To use CPOMS in a timely manner to alert the safeguarding team of your non-urgent concern (and to record any safeguarding concerns);
- To contribute to a positive and supportive school environment where children feel safe and listened to;
- To maintain professional boundaries with students at all times;
- To report any concern about the safeguarding conduct of a member of staff (contractor, volunteer or adult supervising children on the school site as part of an external let) to the Headmaster (or to the Chairman of Governors if the concern is about the Headmaster) and to self-refer as needed, following the Safeguarding Policy and Low Level Concerns Protocol;
- To ensure that you always wear your lanyard and challenge anyone who is not wearing a school lanyard or who is wearing a red lanyard while unaccompanied.
- To complete an accurate register at the start of each lesson or activity you teach or supervise, including after-school activities;
- To be aware of the SEND needs of the students in your care;
- To be aware of the particular vulnerabilities and safeguarding risks to students with SEND;
- To be aware of the medical needs of the students in your care and contact the school nurses if you have questions;
- To be aware of online risks to children, including those with SEND.

Support to Students

- Establish positive relationships with students and monitor wellbeing, liaising with form tutors and relevant pastoral staff where appropriate;
- Provide in-lesson assistance to support learning and development or complete assessments;
- Participate in planning and evaluating learning through feedback/liaison with class teachers;
- Assist with practical tasks such as cutting and sticking, using Design and Technology machinery and acting as practical support in practical subjects such as Lab work in Science, Design and Technology and Food Technology for pupils with dyspraxia or mild physical impairment;
- Support SEND students in accessing the curriculum;

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- Support students in tutorial time, following prescribed programmes;
- Undertake small group and one-to-one intervention programmes, under the direction of the SENDCo;
- Be responsible for the targets of a small number of students with more complex needs.

Support to the Teacher

- Provide structured support for learning in accordance with SOWs/lesson plans;
- Actively monitor and support the learning and progress of all SEND students in the class;
- Support the development and implementation of targets for individuals/groups of students;
- Assist in promoting positive pupil behaviour, following the school's behaviour policy;
- Support the use of ICT in learning activities and develop students' competence and independence in its use;
- Provide support in literacy/numeracy/study skills/SEND strategies.

Support to the Learning Support Department

- Monitor and keep accurate records of support provided to facilitate feedback to students, parents and colleagues;
- Assist with the development, implementation and evaluation of student targets;
- Assist with escorting and supervising students on educational visits;
- Attend relevant meetings as required, such as planning and review meetings within the Learning Support department and with parents, students and external agencies as appropriate.;
- Support with carrying out administrative tasks within the department.

Support to the School

- Comply with policies and procedures relating to safeguarding and child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person, as per the associated and relevant school policies;
- Be committed to the values and culture of the School, be values-led and support the School's vision statement in helping students to become the best version of themselves by developing Virtue, Learning and Manners;
- Ensure all students have equal access to opportunities to learn and develop;
- Liaise, advise and consult with other members of the team supporting the pupils you are supporting as appropriate;
- Contribute to the overall ethos/work/aims of the school;
- Participate in training and other learning activities and performance development as required.

Personal Specification

- Inspire pupils to aim high, enjoy learning and develop their individual interests and talents
- Be able to collaborate with the Learning Support department and be an effective team player
- Have strong communication skills
- Have high expectations of all pupils
- Think strategically and be able to take the initiative
- Show commitment to staff development and the School's Values
- Have high standards of written and oral communication and excellent interpersonal skills
- Be organised, punctual and compassionate
- Be IT literate
- Be able to stay calm under pressure.

To find out more about this role, please contact recruitment@brentwood.essex.sch.uk, who will put you in touch with the Head of Learning Support, Rose Coates.

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