



## **Learning Development Assistant Job Description & Person Specification**

### **Purpose of Job:**

To work in mainstream classes and the Hub supporting pupils with additional needs to access their learning and/ or pastoral and behaviour support.

### **Responsible to:**

Head of Learning Development/ SENDCo and Hub Manager

### **Requirements:**

- Experience of working with pupils with a range of neurodiversity
- Experience of supporting pupils' pastoral and/ or behaviour needs
- Experience of supporting pupils 1:1 or in small groups
- Experience of working in a secondary school
- GCSE English and Maths
- Ability to use IT resources
- ELSA (Emotional Literacy Support) would be beneficial

30 hours per week term time only.

### **Duties:**

To support pupils in mainstream classes, in the Hub and/ or Reflection space.

To develop an understanding of the special educational needs and pastoral/ behavioural needs of the pupils.

To take into account the pupils' needs to ensure access to learning in class and the Hub and/ or Reflection space.

To build and maintain successful relationships with pupils, treating them consistently with respect and consideration.

To help build pupils' confidence and enhance self-esteem.

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To encourage pupils to re-engage with their learning, as required.

To develop positive relationships and liaise with teaching staff, Heads of Year, Pastoral and SEND teams.

To work as part of the team in relation to individual students, liaising, advising, and consulting where appropriate.

To liaise with outside agencies and attend meetings and training as required.

To complete records to support the tracking of pupils and identify areas for additional support.

To support implementation of school policies and procedures, including those relating to confidentiality, neurodiversity and behaviour.

To model good practice.

To attend pastoral/ SEND department meetings, as required.

To attend whole staff trainings and INSET days.

## **Skills and Personal Competencies**

Effective communicator

Demonstrates resilience and determination

Empathetic and approachable

Patient with a good sense of humour

Confident to use initiative

Note: This job description is not a comprehensive definition of the post. The job description may be subject to amendment at any time after consultation with the post holder.

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