



## HATTON ACADEMIES TRUST

### JOB DESCRIPTION

**Job Title:** Learning Assistant

**Post Holder:**

**Responsible to:** SENCo

**Current Pay scale:** NJC Scale Point 3 - 4

**Hours / Weeks:** 31 hours per week  
38 weeks per year plus 3 days

	Start	Finish	Hours & Minutes	Start	Finish	Hours & Minutes	Total for the Day
Monday	8.25	12.20	3:55	12.55	15.00	2:05	6:00
Tuesday	8.30	12.35	4:05	13.10	15.15	2:05	6:10
Wednesday	8.25	12.20	3:55	12.55	15.00	2:05	6:00
Thursday	8.30	12.35	4:05	13.10	15.00	1:50	5:55
Friday	8.30	12.20	3.50	12.55	15.00	2:05	5:55
Lunch or after school clubs or individual student care							1:00
Total Hours per week							31 hours

#### Job Purpose

To provide flexible support across the curriculum to meet the needs of all SEND students and so to enable all students to access the curriculum and achieve their full potential.

#### Key Responsibilities

1. Support teachers and pupils of mainstream classes.
2. Provide 1:1 or small-group learning support for pupils to develop subject specific skills.
3. Assist in the evaluation of pupil progress and help set future targets.
4. To be a key worker for students of need as directed by SENCo, in doing so you will hold regular meetings where you review progress and set targets.
5. Attend review meetings where required.
6. Work with students with physical disabilities.
7. Run either a lunchtime club or after school club.
8. Participate in break supervision duties.

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## Main Duties and Tasks

- Support teachers and pupils of mainstream classes by offering individual support, help with the assessment of their progress or small group work coordinated and keeping appropriate records of identified students.
- Offer 1:1 or small-group teaching to pupils to develop specific skills (in consultation with SENCo and curriculum leader as appropriate), keeping appropriate records. Deliver subject specific support to help students with SEN make progress in line with their expectations and meet the needs of their statement or EHCP.
- Assist HLTA and SENCo in providing relevant and up to date information to support one page profiles and pen portraits.
- Enable identified pupils to achieve success, to develop confidence and work towards the targets that have been set for them.
- Support students as a key worker, this will entail providing them with regular meetings and building up a relationship where you can track their progress against appropriate targets (these may be pastoral or academic). Records of meetings and targets will be logged.
- Help evaluate pupils' progress and help set future targets. Refer students with unidentified needs to the SENCo.
- Liaise with the SENCo and curriculum leader giving information of any developments.
- Work closely with the subject staff to help meet the needs of identified pupils in their classes.
- For pupils with statements or EHCPs, ensure that this is being met.
- Where appropriate, attend review meetings.
- Help in the day-to-day organisation of the SEN department.
- As required to work with students with physical disabilities in assisting with toileting, personal hygiene, mobility, evacuation procedures and delivering physiotherapy. Manual lifting to assist students with these needs may be required.
- Every Learning Assistant is required to help run *either* the school's lunch time club drop in (one hour per week total time) *or* the after school homework club or provide personal care for students with physical disabilities.
- Support in the provision of access arrangements in exams and assessments e.g. reader, scribe, prompt etc

## General

- Deal with incidents of First Aid as a qualified First Aider

Hatton Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- Responsibility for safeguarding and promoting the welfare of children at the academy.
- The Academy has a commitment to be inclusive in terms of ethnicity, gender, disability, social background and academic ability and expects all staff to share this responsibility.
- Share and actively promote the academy's commitment to promoting equal opportunities and tackling discrimination
- In the interests of effective working, the major tasks may be reviewed from time to time to reflect changing needs and circumstances.
- Demonstrate a commitment to personal and professional development by attending related courses, workshops or seminars.
- Ensure that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons, and comply with policies and procedures relating to health and safety within the Academy.
- To carry out other relevant duties as may be reasonably requested by the SENCo / Vice Principal / Principal commensurate with the pay and grade of the post of Learning Assistant.

Signature of Post Holder

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Date

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Signed on behalf of the Academy: \_\_\_\_\_

Date

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