

JOB DESCRIPTION

Job Title:	Learning Support Assistant
Accountable to:	Teaching Services Manager(s)
Responsible For:	No employees
Salary:	£7.50 per hour to £10 per hour
Location:	Hendon / Hackney
Hours:	32 hours full time
Contract:	Permanent

MAIN DUTIES AND RESPONSIBILITIES

1. To assist in the implementation of Individual Education Programmes for students and help monitor their progress.
2. To provide support for individual students inside and outside the classroom to enable them to fully participate in activities this may include some preparation of supplementary work generally within school hours.
3. To work with other professionals such as Speech and Occupational Therapists and follow through their programmes as directed and when necessary.
4. To support students with emotional or behavioural problems and help develop their social skills.
5. To work closely with and under the direction and guidance of the school teachers. Special Educational Needs Co-ordinator (SENCO), Head Teacher and other Binoh professionals.
6. To liaise and plan learning goals with class teacher regularly to ensure that you are aware of the goals in each lesson.

General

1. To maintain standard of dress that is appropriate to role and in accordance with the organisation's dress policy.
2. To maintain confidentiality at all times and to ensure respect for, proper observance of and adherence to Norwood's confidentiality policy for all staff.
3. To attend regular supervision sessions with line manager, regular team meetings and undertake relevant training as and when required.
4. To take all reasonable care of the health and safety of her/himself and of other persons who may be affected by her/his acts or omissions. As regards to any duty or requirement imposed upon the organisation by or under any of the relevant statutory provisions, to co-operate with the organisation as far as it necessary to enable that duty or requirement to be performed or complied with. To report to the Health and Safety Manager either serious risks or your concerns over safety issues.
5. To work collaboratively with volunteers to ensure that their contribution enhances quality of service provision and support across the organisation.
6. To work at any other Norwood location, as and when required.
7. To undertake any other duties which are consistent with the post.

This job description is not an exhaustive list of duties and responsibilities and is subject to change in accordance with the needs of the service.