



THE HABERDASHERS' ASKE'S BOYS' SCHOOL

JOB DESCRIPTION

SPECIALIST LEARNING SUPPORT (SEND) ASSISTANT

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

Role: Specialist Learning Support (SEND) Assistant

Reporting to: Head of Academic Support

Overview: To work with teachers to raise the learning and attainment of pupils whilst also promoting their independence, self-esteem and social inclusion.

Hours: Term time only 08:30-17:00

The role is likely to include the following duties:

- Work with pupils, teachers and the pastoral team.
- Be involved in planning for the needs of the pupils.
- Gather curriculum materials for modifications in advance of lessons and make and prepare resources where necessary.
- Use ICT effectively to support learning e.g. SMH/Satchel One, Read&Write, Lexia PowerUp and screening pupils using Lucid Exact online.
- Encourage development of pupils' independent learning skills.
- Attend and contribute to EHCP review meetings, including annual reviews.
- Contribute to the monitoring and evaluation of the support given.
- Maintain the discipline and standards of the school.
- Communicate effectively with pupils, colleagues and parents.
- Be aware of current school policies and ensure their implementation.
- Complete administrative tasks as required.
- Plan with other members of staff where appropriate.
- Attend in-service training and professional development courses when appropriate.
- Carry out any other duties that may be commensurate with the post.

Person Specification

Qualifications and experience

- A Level or equivalent
- NVQ Level 2 for Teaching Assistants or equivalent
- experience working as a Teaching Assistant or LSA in an independent 11-18 school

- experience of supporting high ability pupils with special educational needs including ASD, ADHD, HI, VI, Hypermobility, Tourette's, Dyspraxia, Dysgraphia, Dyslexia
- proven successful outcomes of one-to-one support and group support work

Attributes

- a genuine passion for education combined with strong interpersonal skills, an approachable and professional manner and be resilient, forward thinking and adaptable
- able to relate well to young people and adults
- high standards in dealing with confidential and sensitive issues
- creative, caring, friendly, patient, calm and adaptable

Skills

- good numeracy and literacy skills and confident use of ICT communication skills
- excellent verbal and written communication
- ability to work as part of a team
- understanding of relevant policies/codes of practice and awareness of relevant legislation in relation to working with and the protection of children and young people and SEND

Candidates should note that all appointments are subject to an enhanced check with the Disclosure & Barring Service and references from past employers.

Benefits

Currently the School offers a wide range of benefits to teaching staff, including:

- A strong commitment to professional development, with a substantial budget for whole school training and individual courses. Support is given for sabbaticals, post-graduate degrees and other relevant qualifications.
- Group Life Assurance (4 x salary).
- Free lunches, other meals and refreshments.
- Free parking on the School campus.
- Free coach travel on the service provided by the School (subject to availability).
- Tax free bicycles for work through the Cycle to Work Scheme.
- Free use of the state-of-the-art Medburn Centre including fitness suite, swimming pool and squash courts, including free training programmes and advice from the School's Fitness Coach.
- Enhanced Employee Assistance Programme.

Deadline for submission of the application is 8am on Friday 28th May 2021.

First round Interviews will be held remotely w/c 7th June 2021

Shortlisted interviews will be held on campus w/c 14th June 2021