



VERULAM
SCHOOL

Headteacher: Julie Richardson

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St Albans
Hertfordshire
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JOB DESCRIPTION

Job Title: Learning Support Assistant

Responsible to: SENDCO

Main areas of responsibility:

- **Supporting the pupil;** develop a knowledge of a range of learning support needs and disabilities, to develop an understanding of the specific needs of the pupils to be supported, through clarification & explaining instructions, & motivating & encouragement, aiding the pupil to learn as effectively as possible in groups or on their own. Also will be required to liaise with class teachers and SENDCO about pupils with an Education, Health and Care Plan. Experience in supporting pupils with Autistic Spectrum Disorder and/or learning difficulties preferable.
- **Supporting the Teacher;** to contribute to the maintenance of children's progress records & provide regular feedback about the children to the teacher
- **Supporting the School;** develop a relationship to foster links between home and school, to contribute to reviews of children's progress, attending relevant in-service training, awareness of school procedures and confidentiality issues linked to pupil/home/teacher/school work and to keep confidences appropriately
- **Support the Curriculum;** develop awareness for the National Curriculum and support specific aims in lessons as planned and directed by teacher. To develop awareness of curriculum targets and support work towards them

This job description is not an exhaustive list and you will be expected to carry out any other reasonable tasks as directed by your line manager.

General responsibilities common to all staff:

- To carry out duties as may be required from time to time commensurate with the overall responsibility of the post.

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- To comply with and actively promote school policies, including Behaviour for Learning, Safeguarding, Equal Opportunities and Health and Safety.
- To promote positive student conduct.
- To deal with all personal enquiries efficiently, sensitively and effectively, in a way that promotes a positive image of the school and maintains confidentiality.
- To participate in the School's performance management process
- To be smartly dressed, establish a business-like environment and promote excellent relationships and a positive ethos when communicating with students, staff, parents and external contacts.
- To undertake training and development relevant to the post.

Qualifications

- Educated to A level (E)
- Educated to degree level (D)

General Knowledge, Skills and Personal Qualities

- The ability to work in a team and to be flexible to the needs of the school (E)
- Excellent attention to detail and the ability to work accurately even when under pressure (E)
- Ability to be proactive, work as part of a team, to work independently and to think laterally and creatively (E)
- Willingness to adapt to changing needs and circumstances (E)
- Strong written and oral communication skills and the confidence to work effectively with staff, students and parents (E)
- Excellent organisational and administrative skills including the ability to work to deadlines and the flexibility to take on new tasks as they arise (E)
- Commitment to equal opportunities and the equal value of all members of the school community (E)
- Experience of working in a school environment (D)

D = Desirable E = Essential

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties

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