

*At Lady Manners School we strive to attain the highest standards in our work, have respect for others and develop our individual talents.*



## **JOB DESCRIPTION**

**POST TITLE:** School Business Assistant (SEND) / Learning Support Assistant

**MEMBER OF STAFF:** Vacancy

**GRADE:** 5

**RESPONSIBLE FOR:** N/A

**RESPONSIBLE TO:** SENDCo

### **OVERALL RESPONSIBILITY:**

To work flexibly to assist in providing support to staff, parents/carers and students in a range of administrative tasks and in-class learning support activities.

### **SPECIFIC DUTIES AND RESPONSIBILITIES (Administration):**

1. Be responsible for allocated SEND work; planning and organising, maintaining awareness of when and how tasks are to be undertaken and taking responsibility for completing work and meeting deadlines.
2. Develop, create and maintain documents in accordance with SEND policy and guidance.
3. Support the communication process to ensure the smooth running of the school. This will include written, face to face, telephone and email correspondence with both internal colleagues, parents/carers and external agencies.
4. Maintain electronic and manual filing, document management and record keeping systems for all SEND files, including Annual Reviews.
5. Carry out data entry and straightforward data analysis and interpretation.
6. Compile information for use in management information reports.
7. Make routine arrangements and prepare straightforward materials for external and internal events, meetings and activities.
8. Provide support at external and internal events, meetings and activities including minute-taking.
9. Provide administrative support for the purchase of resources (e.g. raising requisitions, processing invoices, monitoring stock levels etc.)

## **SPECIFIC DUTIES AND RESPONSIBILITIES (Learning Support Assistant):**

1. Provide support to the teacher with organisation of the learning environment, including preparing resources and planning activities.
2. Maintain good communication with the teacher to enable effective and consistent support in the classroom.
3. Help students to understand instructions.
4. Encourage students to interact with others and engage in activities led by the teacher.
5. Support students in using basic ICT to support their learning.
6. Ensure a safe environment to support safeguarding for students at all times by being aware of and following the school's policies and procedures.
7. Support the delivery of activities working with differentiated resources to build levels of progress of groups/individuals.
8. Monitor responses to the learning activity and provide feedback on any difficulties and progress made.
9. Encourage positive behaviour in the classroom, supporting the teacher in behaviour management using the school's behaviour for learning policy.
10. Promote social and emotional development and independent learning.
11. Escort children on visits under guidance and overall supervision of class teachers or group leaders
12. Provide support to the teacher with records for students with SEND.
13. Report any issues that cannot be resolved to someone who has the authority to deal with them.

## **GENERAL DUTIES AND RESPONSIBILITIES:**

1. Undertake training and development activities relevant to the position.
2. Co-operate with the school in complying with relevant health and safety legislation, policies and procedures.
3. Carry out the duties and responsibilities of the post in compliance with the school's equal opportunities policy.
4. Support the aims and ethos of the school.
5. Maintain confidentiality and observe data protection and associated guidelines where appropriate.
6. Maintain an awareness of Safeguarding Children and Safer Working Practice.
7. Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

## **PERSON SPECIFICATION**

	<b>Essential or Desirable</b>
<b>Experience:</b>	
Working in an office environment	Essential

Using ICT, including Microsoft packages	Essential
Working with young people	Essential
Working with young people with a range of educational needs	Desirable
Working in a school	Desirable
Working in a customer-focused environment	Desirable
Minute-taking	Desirable
<b>Qualifications:</b>	
Good standard of education at GCSE or equivalent	Essential
IT qualification e.g. ECDL	Desirable
NVQ Level 2 in Administration (or equivalent)	Desirable
Evidence of continuing professional development	Desirable
5 GCSEs grade C+ or equivalent, including English and Mathematics	Desirable
<b>Knowledge:</b>	
Understanding of the importance of safeguarding children and of safer working practice	Essential
Basic understanding of child development and how children learn	Essential
Administration processes (e.g. correspondence, filing, data entry)	Essential
Data Protection Act	Desirable
Data analysis techniques	Desirable
School policies and procedures	Desirable
<b>Skills:</b>	
Ability to work within standard procedures	Essential
ICT skills	Essential
Ability to interpret information and data	Essential
Ability to recognise the need for and maintain a high degree of confidentiality	Essential
Ability to relate to teachers, other professionals, parents/carers and students	Essential
Ability to work as part of a team and on own initiative	Essential

Ability to work calmly and professionally under pressure	Essential
Attention to detail	Essential
Ability to organise and prioritise work effectively and to deadlines	Essential
Good communication skills	Essential
<b>Attitudes and Values:</b>	
Commitment to school improvement and raising achievement for all students	Essential
Ability to form and maintain appropriate relationships and personal boundaries with young people	Essential
Takes responsibility and understands accountability	Essential
Committed to the needs of the students, parents/carers and other stakeholders	Essential
Demonstrates a “can do” attitude including suggesting solutions, participating, trusting and encouraging others and achieving expectations	Essential
Adaptable to change	Essential
Ability to relate to and promote the school ethos	Essential
<b>Other:</b>	
Willing to self-improve / attend training	Essential

*The post-holder must be prepared to carry out additional duties which may reasonably be required by the Headteacher. The duties of this post may vary from time to time, as required by the Headteacher, without changing the general character of the role or the level of responsibility.*